

2011 ANNUAL REPORT 2011

OF THE

FORBES LIBRARY

CITY OF NORTHAMPTON, MASSACHUSETTS

FOR THE

YEAR ENDING DECEMBER 31, 2011

The Board of Trustees and Its Officers
December 31, 2011

Russell W. Carrier, *President*
Peter N. Rowe, *Vice President*
Bonnie M. Burnham
Marjorie R. Hess
Jesse M. Adams

Scott Morin, *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
Haynes H. Chilson	May 1898 – Dec. 1935
Samuel W. Lee	May 1905 – June 1924
Henry P. Field	Dec. 1922 – Sept. 1937
Anna Gertrude Brewster	Dec. 1924 – Dec. 1957
Homer C. Bliss	Jan. 1936 – Dec. 1939
Walter L. Stevens	Jan. 1938 – Dec. 1960
Frederick W. Plummer	Jan. 1940 – May 1945
John E. Boland	Jan. 1946 – Oct. 1950
Richard C. Garvey	Jan. 1952 – Dec. 1957
John M. Buteau	Jan. 1958 – Dec. 1971
John F. Murphy, Jr.	Jan. 1958 – Dec. 1977
Kenneth G. Olson	Jan. 1962 – Oct. 1963
Robert M. Moriarty	Jan. 1964 – Dec. 1981
Judith A. Hubley	Jan. 1972 – Dec. 1982
Katherine M. Finn	Jan. 1978 – Dec. 1984
Russell W. Carrier	Jan. 1982 –
Keirnan J. Murphy	Jan. 1984 – Dec. 1987
Janet M. Hemminger	Jan. 1984 – Dec. 1995
Patricia B. Keating	Jan. 1986 – Dec. 1995
David Shearer	Jan. 1986 – Dec. 1997
Stephen Callahan	Jan. 1988 – Dec. 2003
John Detmold	Jan. 1996 – Dec. 1999
Alison Lockwood	Jan. 1996 – Apr. 2004
Edward Shanahan	Jan. 1998 – Dec. 2001
Richard C. Garvey	Jan. 2000 – Apr. 2004
Mary J. Harding	Jan. 2002 – Dec. 2009
David Bloomberg	Jan. 2004 – Dec. 2006
Bonnie M. Burnham	Jan. 2005 –
Peter N. Rowe	Jan. 2005 –

Jesse M. Adams
Marjorie R. Hess

Jan. 2007 –
Jan. 2010 --

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 1985-2000
Scott 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-

FORBES LIBRARY
2011 Annual Report 2011
Year Ending December 31, 2011



Forbes in snow 2011

2011 was an exciting year for Forbes Library. The Anna Gertrude Brewster Children's Room was renovated, the library adopted an ambitious new five year strategic plan, and the library received a collection of 8,000 DVD's from the independent video store Pleasant Street Video when it closed. The popularity of ebooks continued to grow.

Unfortunately, on the negative side, with a city appropriation barely above last year's, it was once again a year of cuts and being closed on Saturdays during the summer. Forbes Library offers so much that the community appreciates, it is frustrating to all, patrons and staff alike, that the library must deny access to users so much of the time because of such restricted open hours, only 42 per week.

Budget

- Operating Budget FY11 -- \$1,144,780
- Book Budget FY11 --\$141,839
- City Appropriation FY11-- \$1,091,082
- State Aid FY11-- \$38,598
- Clarke & Earle Income FY11 -- \$10,750

The library's operating budget for FY2011 consisted of Personnel costs of \$948,549 and Ordinary Maintenance of \$196,231 for a total of \$1,144,780, which is a 1.72% increase over last year. Since that amount did not cover increased utility and service cost, the Forbes Library Employee Association agreed again this year to forgo part of their contractual raises by taking only a 3.5% step raise for eligible employees and no COLA raises.

Trustees

Russell Carrier was reelected as President and Peter Rowe as Vice-President in January 2011. This was Russell Carrier's 30th anniversary as a member of the Board of Trustees.

Mo and Cher Willems and Gerry Budgar were the recipients of the 2011 Trustees' Award. Noted children's book author/illustrator Mo Willems and his wife, Cher, were honored in appreciation of their assistance with the very successful 2010 fundraising to renovate the Children's Room. Gerry Budgar was recognized for his many services to Forbes during his fourteen years on the board of the Friends of Forbes Library.

Capital Improvements

The library presented three possible projects to the City Capital Improvements Committee in 2011. The library requested capital improvement funds to build a handicap accessible ramp entrance, replace all library windows, and install a separate HVAC system for the Hampshire Rooms and CCPLM. The library received the design and cost estimate for replacing all the library's windows. The cost estimate was \$263,390 or roughly \$2,000 per window.

Anna Gertrude Brewster Children's Room

Using money raised by the 2010 Annual Fund and from the MacFarlane Fund, the Children's Room was completely renovated at a cost of \$118,000. Children's Librarian Jude McGowan, Projects Manager Jason Petcen, and Trustee Bonnie Burnham chose paint, furniture, carpeting, lighting, and upgraded technology. A new circulation desk and bookcases were custom built by John Carlo Woodworking of Chicopee. Computer access was expanded and an area specifically for teens, "The Hang" was created with barstool seating and new computers. The Children's Room was closed for two weeks in March for the carpet to be laid and furniture installed.



Strategic Plan

The library's Strategic Planning Committee, including staff, Friends of Forbes board members, and library trustees, Bonnie Burnham and Marjorie Hess, completed an ambitious new plan for the library's next five years. The plan is responsive to community concerns and promises improved services with exciting new initiatives for the library. Based on a survey of library users, focus groups with the public and the staff, and interviews with individuals representing various segments of the community, the plan takes into account users' needs and wishes.

Operations

Pleasant Street Video, a popular video rental store, went out of business in the summer of 2011. Because Pleasant Street had a unique collection of exceptional quality and was an important resource to many Northampton residents, Forbes Library partnered with them to save the collection for the community by holding a joint fundraiser to enable Forbes to buy videos from the store. The library benefited by increasing its collection and by attracting Pleasant Street users who may not have been library users. The library made room for this collection by weeding in other areas of the Arts & Music collection such as videos on tape and records. The library collected over \$67,700 in donations towards the Pleasant Street Video Fund. The addition of the Pleasant Street Video collection tripled the library's number of videos, increased video circulation by over 100%, and attracted approximately 800 new users.

An historically heavy snow storm on Saturday, October 29th, brought down many branches and limbs from the library's trees. The chain link fence on the eastern property line was damaged in many places and a couple of slates were broken and a gutter bent on the director's office roof. Electricity was restored Monday morning and there was no interior damage to the library other than several computers needing to be reconfigured. The library was closed Monday, but reopened Tuesday and was absolutely packed with people. Electricity remained out in some surrounding towns for over a week and people came into the library to get warm and recharge

their computers and phones. Every chair was taken and every outlet had a device plugged in for charging. Over the next two weeks, the forestry class of the Smith Vocational School cleared away all the downed branches.

Forbes purchased software called Wowbrary which showcases the library's acquisitions via free weekly emails, RSS feeds, Facebook posts, and new book lists and widgets on the library's website. It shows covers, descriptions, popularity, ratings, and/or reviews for the majority of titles. Patrons can click directly through to the library's website to place reserves and get further information.

Information Services started a new, volunteer-run drop-in computer help program for patrons, who may bring their own laptops or use one of the library's computers to receive one-on-one assistance.

World Access News, a new database which includes the Daily Hampshire Gazette dating back to 1994, was purchased by Information Services. The database also contains all the major national and international newspapers. There is a button for Newsbank on the bottom left of the library homepage and it can be accessed remotely with a Forbes Library barcode number.

Forbes Library was represented in Northampton's Pride Parade on Saturday, May 7th, by Trustees Marjorie Hess and Peter Rowe, Director Janet Moulding, Assistant Director Lisa Downing, Writer-in-Residence Susan Stinson, and numerous patrons including Lesléa Newman, Kelle Hopkins, Sean Hopkins, Shaeleigh Hopkins, Sally Bellerose, Mistinguette Smith, and Shel Horowitz. Lisa Downing decorated one of the library's book carts and the library's banner made the contingent quite festive. The crowds along the parade route were very responsive to the library.

On Monday, April 4, a group of six educators from Georgia toured Forbes Library as part of a program through the Open World Leadership Center to study secondary and higher education standards and management. Communication was through their translator, since only one of the educators spoke any English. The participants were particularly interested in The Coolidge Presidential Library and Museum and in how public libraries cooperated with public schools. Jude McGowan, Faith Kaufmann, Molly Moss, Julie Bartlett Nelson, Lisa Downing and Janet Moulding took them around the building and answered their questions. They did not know anything about Coolidge, so had many questions for Ms. Bartlett Nelson about what he had done as president. They had trouble believing that things were actually free at the library and wanted to know how the library was funded. Like so many others, this group of guests was most taken with Paco the fish and spent more time watching him than in any other part of the library. They gave the library a book and a wall plaque of the Georgian city of Chokhatauri, which was placed in the library's archives.

A three-barrel-high "Oil Memorial," featuring products made from oil was on exhibit on the library's front lawn for a month during the summer. The memorial was loaned by Transition Northampton and was intended as an educational and thought provoking exhibit on the future of oil production and consumption.

The library conducted a summer reading program for adults and teens called Novel Destinations. Patrons were asked to read or listen to three or more books between June 27 and August 19, complete a reading log and write a brief blurb for one title. When they returned their log to the Reference desk, they picked out a book, got a bookmark, a little notebook, and were automatically entered in the summer's end prize drawing. There were 9 teen and 28 adult entries.

The library's website launched a mobile website for Forbes Library that is optimized for

IPhone and Android. The library is now also circulating flash drives specifically for language instruction. There are now seven musical instruments available for circulation.

Gifts (other than to the Annual Fund and Pleasant Street Video Fund)

- \$100 from Dana Leibsohn, Holyoke, MA in memory of Mary Elizabeth Smith, for the purchase of materials on Latin America, to be deposited in the Books and Media Fund
 - \$1,000 from the DeLaCour Family Foundation on the recommendation of Edmund DeLaCour, Northampton, MA to be deposited in the Stahl Halberstadt Technology Fund
 - \$100 from Melvin Hershkowitz, Northampton, MA to be deposited in the Stahl Halberstadt Fund
 - \$500 from the Ernest P. & Margaret C. Vitkauskas Revocable Trust to be deposited in the Stahl Halberstadt Technology Fund
 - \$100 from Esther Budgar, Pompano Beach, FL, in honor of Gerald Budgar, to be deposited in 2010 Annual Fund and used for Children's Room Renovations
 - \$100 from Nat Boland, Northampton, MA to be used to help pay for the subscription to *The Financial Times*
 - 25 signed prints by Robert Sweeney of the Pleasant Street Video store from Robert Sweeney, William Baczek, & Jim Gipe, sold for \$100 each to raise money for the videos from the Pleasant Street Video collection
 - \$500 from Barry Schechter & Kathy Hibshman, Florence, MA to be deposited in the Book & Media Fund
 - \$500 from the Harris & Eliza Kempner Fund as a matching gift for a donation by Todd Thompson, deposited in the Aid Fund to be used for Children's Room supplies
 - \$20 from Arlene & James Carmichael & Heather Mahoney, Pelham, MA in memory of Emily Rennet, deposited in the Book & Media Fund to buy large print books for the Outreach Program
 - \$100 from Doris Holden, Amherst, MA in memory of Alice Remington, deposited in the Book & Media Fund
 - \$100 from Jessica Adamick & Jonathan Harvey, Florence, MA to be deposited in the Bak/Kirby Fund and used for landscaping
- The following people gave gifts in memory of Helen Bourque, to be deposited in the Book & Media Fund and used to purchase large print books*
- \$250 from R. Allison Ryan, Northampton, MA
 - \$15 from Louise & Sanford Bloomberg, Northampton, MA
 - \$50 from Miriam & Paul Slater, Northampton, MA
 - \$25 from Karen Smith-Emerson, Leeds, MA
 - \$100 from Phoebe Dent Weil, Leeds, MA
 - \$150 from Jane Bryden & Chris Krueger, Belchertown, MA
 - \$25 from J. Lynn Oberbillig, Belchertown, MA
 - \$50 from Anne Clemmitt, Bluffton, SC, MA
 - \$50 from Penna & Myron Glazer, Northampton, MA
 - \$100 from Judith Flohr, Mount Crawford, VA
 - \$50 from Ann & Daniel Zulawski, Florence, MA
 - \$40 from Ruth Acosta & Linda Carpenter, W. Brookfield, MA
 - \$500 from Christine Shelton, Northampton, MA

- \$25 from Judith Helzner, Chicago, IL
- \$50 from Tom & Donna Divine, West Hartford, CT
- \$50 from Susan Etheredge, Florence, MA
- \$25 from Andy Tosswill, Florence, MA
- \$36 from Martha Ackelsberg & Judith Plaskow, Florence, MA
- \$25 from Patricia Bruce, Harrisonburg, VA
- \$25 from L. Leotus Morrison, Harrisonburg, VA
- \$25 from C. J. Davis, Northampton, MA
- \$50 from Karen Staelin, Northampton, MA
- \$50 from Patricia Reidy & Gregory White, Leeds, MA

The following people gave gifts in memory of Ruth Cohen, to be deposited in the Book & Media Fund

- \$25 from Marjorie Haffer, Amherst, MA
- \$25 from Mary Noonan, Florence, MA
- \$50 from Clare Cooper & Christine P'Simer, Florence, MA,
- \$50 from Janet & Charles Hemminger, Northampton, MA
- \$10 from Ralph & Barbara Blank, South Hadley, MA
- \$50 from Michele & Michael Marotta, Northampton, MA
- \$25 from Nancy August, Whately, MA
- \$50 from Michele & Michael Marotta, Northampton, MA
- \$25 from Nancy August, Whately, MA

Bequests

- \$68,517.28 from the estate of Eileen M. Kirby to be added to the Bak Fund and re-designated the Bak/Kirby fund

Sales

- \$3,525 from NEBA/CFASC from sales of books to be deposited in the Special Collections Fund
- \$1,500 from Hampshire Property Management for the Old School Commons lease to be deposited in the Bak-Kirby Fund

Grants

Information Services Head of Reference, Molly Moss's LSTA grant application for a Readers' Advisory program was accepted and Forbes Library will receive \$7,500 for training, programs, and materials.

Annual Fund

Approximately \$8,000 was raised in the annual fund in 2011. This year the fund was earmarked for projects for the library's special collections.

Programming

Once again, Writer-In-Residence, Susan Stinson, organized the Local History/Local Novelists series which included authors Tracy Kidder, Ellen Meeropol, and John Crowley, and topics concerning Daley and Halligan, Sylvester Graham, and Grace Coolidge.

Concerts were held on the lawn and in the Coolidge Museum. Performers included The Primate Fiasco and The Afro-Semitic Experience.

The library also hosted many participatory programs including book groups, writing workshops, yoga classes, knitting classes, genealogy workshops, and computer classes.

In recognition of her exceptional creativity, energy, and dedication well beyond the regular position requirements, Forbes Library Writer-in-Residence, Susan Stinson, was awarded a \$1,000 honorarium by the Trustees

Staff

Each month a staff member's name is drawn at random from those names submitted by patrons or other employees for acts of excellent customer service and fellow staff support. In 2011, the seven most often nominated employees were Faith Kaufmann, Ben Kalish, Jennie Pittsinger, Dylan Gaffney, Jason Mozzatta, Kathy Mizula, and Molly Moss.

The Forbes Library Local History Scavenger Hunt Team consisting of Julie Bartlett Nelson, Brian Tabor, Dylan Gaffney, and Jason Mozzatta won 2nd place in the alumni division of the Dollars for Scholars Local History Scavenger Hunt on October 2nd. The Trustees sponsored the team.

Calvin Coolidge Presidential Library and Museum

Archivist Julie Bartlett Nelson and Library Director Janet Moulding attended a hearing held jointly by The Committee of Transportation and Infrastructure and the Committee on Oversight and Government Reform in Washington, DC. This hearing, chaired by Representative John Mica, Ranking Republican Member of the US House of Representatives Committee on Transportation and Infrastructure, was titled "America's Presidential Libraries: Their Mission and Their Future". The hearing was followed by a luncheon at the Library of Congress and an afternoon symposium.

There are no federal funds available to support the Calvin Coolidge Presidential Library and Museum and one of the purposes of the hearing was to look for ways to consolidate presidential libraries and museums and look for alternate sources of funding.

The Coolidge Exercise Horse was loaned to Invent Now, Inc. on behalf of the National Inventors Hall of Fame and Museum in Old Town Alexandria, VA to be part of a temporary exhibit for the museum located in the United States Patent and Trademark Office. This exhibit focused on inventions, inventors, patents and trademarks that emerged from the fitness, nutrition and exercise industries in the US. The exhibit ran from fall 2011 to fall 2012.

Jim Cooke performed as Calvin Coolidge on Saturday, September 17, in the Coolidge Museum in celebration of the 55th anniversary of the founding of the Museum.

Friends of Forbes

The Friends of Forbes officers for 2011 were Chris Nolan, President; Katie Dougherty, Vice-President; Tim Umbach, Treasurer; and Mikki Michon, Secretary. There are two new members this year, Mary Fagan and Dee Michel.

The Friends Edible Book fundraising event was held Sunday, April 3, in the Forbes Library reading room. The library reading room was filled to capacity as was the Community Room for the tasting part of the program. The Friends of Forbes Library hosted a bus trip to Boston's MFA on Sunday, April 10 and earned \$659 for the Friends. The Friends raffled off three gift baskets in February and made almost \$900. The Friends received approximately \$1,900 from the Florence Savings Bank Customer Choice Grant program. The Friends raffled a quilt made by a local quilters group and earned \$1,500. The Friends Garden Tour was held Saturday, June 11. In conjunction with the tour, the Friends raffled off six prizes: a painting by Olwen Dowling, a handmade table lamp by Karl Knapp, a \$100 gift certificate and a pot from the Hadley Garden Center, a woodcut and \$100 gift certificate from Bay State Perennial, two yards of organic compost from Bear Path Farm, and a two hour landscape consultation by Hilltown Tree and Garden. The weather was very bad with heavy rain much of the day, but the event made \$3,500. The Friends received a \$2,000 grant from the Xeric Foundation which will be used for a children's filmmaking workshop.

This year The Friends of Forbes gave \$2,000 for the Staff Development fund, \$5,000 for the Book & Media fund, \$1,000 for the Outreach Car fund, \$3,000 for adult programming, \$1,000 for the Pleasant Street Video Fund, \$11,000 for a new microform reader/printer, and \$475 to subscribe to Bookpage magazine.

STATISTICS

July 1, 2010 through June 30, 2011

Holdings – 188,905

Books – 153,056
Periodicals & Newspapers – 1,496
Audio media – 13,069
Videos – 8,046
E-books (through OPAC) – 4,318
Downloadable Audio (through OPAC) – 2,460
Downloadable Video (through OPAC) – 249
Microfilm – 5,590
Miscellaneous – 603
Number of databases – 17

Circulation – 340,414

Books – 197,438
Periodicals & Newspapers – 10,417
Audio media – 51,965
Videos – 74,621
E-books (through OPAC) – 441
Downloadable Audio (through OPAC) – 1,121
Downloadable Video (through OPAC) – 32

Miscellaneous – 3,107

Interlibrary Loan

ILL received from other libraries—34,233

Ill provided to other libraries – 27,800

Services

Hours library open – 2,236

Number of Sundays open – 0

Attendance in library – 183,905

Number of Reference transactions – 42,964

Number of children’s programs held – 1,081

Attendance at children’s programs – 12,519

Number of YA programs held – 42

Attendance at YA programs – 373

Number of adult programs held -- 361

Attendance at adult programs – 5,312

Number of Volunteers – 252

Number of Registered Borrowers – 17,507

Number of Public Use Internet Computers – 27

Number of users of public computers during typical week – 879

Number of times meeting rooms used by public – 726