

2006

ANNUAL REPORT

OF THE

FORBES LIBRARY

CITY OF NORTHAMPTON, MASSACHUSETTS

FOR THE

YEAR ENDING DECEMBER 31, 2006

**The Board of Trustees and Its Officers
December 31, 2006**

Russell Carrier, *President*
Mary Harding, *Vice President*
David Bloomberg
Bonnie Burnham
Peter Rowe

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 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 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 J. Harding	Jan 2002 --
David Bloomberg	Jan 2004 –Dec 2006
Bonnie M. Burnham	Jan 2005
Peter N. Rowe	Jan 2005

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 Bisaillon	1979-2004
Janet Moulding	2004-

STAFF as of 1/1/06

FULL TIME

Janet Moulding	Director
Lisa Downing	Assistant Director
Jo Ann Petcen	Administrative Assistant
Linda Knaack	Head of Reference Department
Faith Kaufmann	Head of Arts & Music
Judith McGowan	Head of Children's Department
Paula Elliott	Head of Technical Services
Kathryn Mizula	Technical Services
Jason Myers	Maintenance Supervisor
Jason Petcen	Library Technician/Projects Manager
Elizabeth Maguire	InterLibrary Loan Librarian
Brian Tabor	Circulation Supervisor
Susan Hoyt	Circulation
Rahel Hiwet-Herzog	Technical Services

PART-TIME

Adam Novitt	Outreach / Arts & Music
Vanessa Vargas	Circulation / Arts & Music
Stephanie Levine	Children's
Martha Thorne	Periodicals / Technical Services
Mark Toczydlowsk	Custodial
Frank Heston	Outreach
Benjamin Kalish	InterLibrary Loan
Julie Bartlett	Archivist
Barbara Lewis	Circulation
Hillary Garrett	Reference
Maria Mark	Circulation

INTERMITTENT PART-TIME

Elise Bernier-Feeley	Local History Librarian
Towle Leichliter	Circulation
Susan Schaeffer	Circulation / Arts & Music
Elise Dennis	Reference
Adrienne Racz	Reference
Christopher Teghtsoonian	Circulation
Beth Beckwith	Arts & Music
Maria Filippi	Arts & Music
Evadne Friedman	Arts & Music

Kathleen Krol	Arts & Music
Christopher Teghtsoonian	Arts & Music
Barbara Whitten	Arts & Music
Meredith Madyda	Children's
Maria Toone	Children's
Jessica Monti	Custodial
Portia Henle	Technical Services

FORBES LIBRARY
Annual Report
Year Ending December 31, 2006

In 2006, Forbes Library completed its Long Range Plan with the help of a large group of staff and community members. The Trustees formed a fundraising committee and the Friends of Forbes funded the transformation of the former bound periodicals room in the basement into the Friends of Forbes Community Room.

Budget

\$979,672 was appropriated by the City of Northampton for operating expenses, with an additional \$47,599 from investments and state aid grants.

State Aid Grants totaled \$39,999.

The Operating Budget was \$191,367.

The Personnel Budget was \$788,305.

Clarke & Earle Income was \$4,000.

The Book Budget was \$144,486, an 8% increase over FY06.

The Forbes portfolio market value was approximately \$3,026,165 with a mix of 60% stocks and 40% bonds.

Trustees

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

The 2006 Trustees Award was presented to Elliot Offner, who had donated four sculptures to the library.

Forbes Library hosted the Library Legislative Breakfast for legislators in State Senator Stanley Rosenberg's district, which was attended by over 65 people including Northampton Mayor Mary Clare Higgins; John Arnold, Chairman MBLC; Jan Resnick, WMRLS; Dodie Gaudet, CWMARS; Senator Rosenberg, Hampshire and Franklin District; Representative Peter Kocot; Sean Barry, aide to State Senator Stanley Rosenberg; Jan Klausner-Wise, aide to Representative Ellen Story; and Representative John Scibak.

In order to fund the increasing need for technology, the Trustees agreed to establish a Technology Fund with the \$5,000 received through the James Halberstadt Trust. The Technology Fund, like the Book Fund, would generate a reliable source of income to be used for technology improvements.

The final payment of \$10,000 from the parking meter fund was paid to the City. Future funds from the meters will be invested in the Richard C. Garvey Book Fund.

Renovations

Renovations to the library continued with the repointing project, roof repairs and ground and parking lot improvements. Handicap rails and another set of bike racks were installed and brownstone pilasters and benches were added.

A new handicap lift, which was funded in part by a Community Development Grant, was installed and enclosed according to ADA standards.

The new Friends of Forbes Community Room, which will be used for public events and library meetings, was completed. The room, which formerly housed bound periodicals, was completed revamped. Since users now prefer full-text, on-line periodicals, the bound periodicals were posted on a Listserv, with some being donated to other institutions and the remainder sold. The Programming room was completely refurnished including state-of-the-art AV and sound equipment. Meeting rooms were used 336 times in 2006, excluding staff meetings.

Long Range Plan

The Forbes Library Long-Range Plan was completed and approved by the Trustees in 2006. The four main goals of the plan are to:

- Create a welcoming environment for users of all ages
- Augment library services
- Increase public awareness of library services and resources
- Ensure the long-term financial security and address immediate financial needs of the library

A committee gathered data from the community and staff through surveys, interviews and focus groups. Over 800 community surveys were received and with the data from focus groups and interviews, the following themes emerged: Forbes Library is held in high regard by the community, yet many of its resources are unknown to the public. The Children's Department is considered to be a very important part of the library's mission. In addition, the building is considered one of the more attractive buildings in the city and its restoration is appreciated. On the staff development side, there is concern about continuing education, staff training and competition for funding and resources.

Operations

As part of the library's long range plan, the Reference Department and the Arts and Music Department were reorganized to create the Information Services Team. Staff members were cross-trained to allow for more flexibility in coverage.

A "Food for Fines" week was held to honor the 125th anniversary of the death of Judge Forbes. Patrons were able to pay their fine with canned or non-perishable food items. A donation of 333 pounds of food was made to the Northampton Survival Center.

As part of an initiative to help connect the library to the community, Forbes created a gift sales table in the lobby for pre-holiday shopping. The Children's Room held their 17th annual "giving tree" event, which encouraged staff and patrons to put toys under the tree which were donated to the United Way for distribution.

Forbes Library will be using a new service offered by CWMARS, which will notify patrons of overdue books via email, thus saving postage costs.

A generic library directional sign has been installed on the corner of West and Elm Streets. It is visible from as far downtown as the front of Memorial Hall and will serve as both a locator for those looking for Forbes as well as a reminder to those who may not think about visiting the library.

Forbes and Lilly Libraries were closed on Sundays from Memorial Day through Labor Day.

Special Collections

Past Perfect, a library and museum collection management software program is being used to build a database of art works and special collections from the permanent collection. CWMARS is working on an online searchable database of images from Western Massachusetts libraries. Forbes contributed 20 images to the project last year and the library is investigating funding sources to make their digital collections available online.

An 1891 certified copy of the original Lilly Library Charter which was displayed in the Hampshire Room was presented to the Lilly Library in Florence for their archives at their reopening ceremony in November.

The Oral History Project, funded through the Highland Valley Elder Services, recorded the histories of interested participants in audio and video formats for a programming series to be aired on NCTV.

A celebration commemorating the 125th anniversary of the Judge Charles E. Forbes bequest was held on February 13th. Items relating to Judge Forbes from Special Collections and Archives were displayed and a presentation of his life and importance to the Forbes Library was given. Presenters included Becky Plimpton Marconi, Forbes scholar and Director of the Emily Williston Memorial Library in Easthampton; Julie Bartlett, Forbes Library Archivist; and Elise Bernier-Feeley, Local History and Genealogy Librarian.

In 2005, the library sold all but 16 of 100 Japanese prints in Special Collections. The remaining 16 prints have been restored by the restoration firm of Geoffrey Oliver and framed and permanently installed in the library.

The local history collection in the Hampshire Room has been rearranged according to the Preservation Survey results to improve ease of use as the staff continues to get multiple requests for research assistance. The manuscript inventory and genealogy collections have been reorganized and a guidebook for the microfilm and map collections is in the process of being completed.

Calvin Coolidge Presidential Library and Museum Hampshire Room for Local History

More than 80 people attended the 50th anniversary of the founding of the Calvin Coolidge Presidential Library and Museum held on September 17th. The rededication event included a presentation of Northampton in the era of Coolidge and of the CCPLM collection and how it's changed over the years.

During 2006, more than 3,460 Coolidge related records and 579 local history and special collections have been entered into *Past Perfect*, the library and museum database.

Children's Room

The Children's Summer Reading Program was very successful with more than 230 children participating. The Children's Room is equipped with two public use computers with internet access for patrons.

As part of a plan to educate children about agriculture, farm life and food production, the Children's Room adopted a goat through an organization that rescues farm animals. The donation of \$75 was offset by a Children's Room fundraiser.

Staff

Forbes Library Employee Association (FLEA) officers in 2006 were Jason Petcen, President; Faith Kaufmann, Vice President; Brian Tabor, Secretary, and Benjamin Kalish, Treasurer.

JoAnn Petcen, Administrative Assistant in the Director's Office, retired in November. Hillary Garrett resigned from her position in Reference effective in May.

In October, the Information Services Team hired Rick Hart, former Head of Information Services at the Greenwich, Connecticut Public Library.

Code Green, an employee appreciation program which encourages excellent customer service to patrons and staff was initiated. Employees nominate other staff members on a Code Green slip and both names are entered into a monthly drawing for \$25.

The Local History Scavenger Hunt for Dollar for Scholars was held on October 14th. The Forbes team, which placed second in the hunt, consisted of Julie Bartlett, Blaise Bisailion, Janet Moulding and Brian Tabor.

Friends of Forbes

The officers of the Board of the Friends of Forbes were Kari Knapp as President, Christine Nolan as Vice-President, Anne Keppler as Secretary, and Keirnan Murphy as Treasurer. The Friends Board has two new members, Tim Umbach and Kregg Strehorn. The Friends now have over 550 members.

The Friends of Forbes received \$1,800 from the Florence Savings Bank Customer Choice Community Grant Program. The annual Friends of Forbes Garden Tour was held in June and \$3,000 was donated to the library.

The Friends increased their annual contributions to the Book Fund from \$4,000 to \$5,000. The Friends provided \$1,000 in programming for the Children's Room and approved the renewal of museum passes for patrons. The Friends gave \$200 to honor volunteers at a tea party on June 7th.

Gifts

Gifts were received from Roger and Sue Ames, Tulsa, OK, in memory of Frederick O. Ames; from Jeffrey Brown, East Longmeadow, in memory of Ronald Sarazin; from Beverly A. Royce, East Longmeadow, in memory of Ronald Sarazin; from Frederick & Lynn Goodhue, Williamsburg, in memory of Peggy Halberstadt; from Thomas and Johanna Plaut, Amherst, in honor of Dr. Bruce Bleiman; from the Monday Afternoon Club, in memory of Martha deBlais Beaver, to purchase The Norton Anthology of Western Music; from Marcia Burick, Leeds, in memory of Daniel Goldstein; from John Bobala and Gary Arnold, Northampton, in memory of Linda Sue Plumb; from Arlene, James & Heather Carmichael, Pelham, in memory of Emily Renet; from Mary Harding, Florence, in memory of James Parsons; from Arlene, James, and Heather Carmichael, Pelham, in memory of Emily Renet; from The Friends of Susan Mulvaney at the TJX Corporation, Framingham, in memory of Donald Mulvaney; from Bill & Suzanne Duncan, Shrewsbury, in memory of James Parsons.

Laptop computers were received from Leslie King, Northampton; Matthew Schenker, Northampton; Nancy Reeves, Northampton; Lou and Martha Pacilio, Leeds; John and Martha Martin, Northampton; and seven laptop computers from the Amherst Pelham Regional Schools, Amherst.

Gifts were received from David Bloomberg, Northampton; Louisa Ferree, Northampton; Hillary Garrett, Northampton; Frank J. Roach, Williamsburg; Dana Salisbury, Easthampton; Edmund P. DeLaCour, Northampton; Dave Gleason, Leeds; Barry Schechter & Kathy

Hibshman, Tucson, AZ; Jeanne S. West, Hadley; Doris Guillumette, Easthampton; from Harris and Eliza Kempner Fund, Galveston, TX, for matching funds requested by Todd Thompson.

Bequests

\$48,204.47 was received from the estate of John I. Bak John I. Bak Charitable Remainder Trust and \$5,000 was received from the L. James Halberstadt Trust.

Sales and Income

\$300 was received from Periodyssey for deaccessioned periodicals deposited in the Special Collections Fund, \$5,573.75 from NEBA deposited in the Special Collections Fund. \$1,500 from Emerald City Partners for Old School Commons Lease deposited in the Cutter Book Fund, and \$503.50 from Eldreds Auctioneers for sale of Japanese prints deposited in the Special Collections Fund.

Statistics

July 1, 2005 through June 30, 2006

All of the service statistics have increased significantly this year. For example, the library now subscribes to 581 e-books, up from 8 just two years ago. Circulation is also up, especially interlibrary loan, which has increased by about 40% since last year. Library attendance rose by 30,000 last year, and reference transactions went up 12% to almost 40,000. The number of registered library patrons dropped slightly due to a purge of old patrons by CWMARS.

Holdings – 252,712

Books – 226,961

Periodicals & Newspapers – 1,643

Audio media – 11,826

Videos – 5,546

E-Books -- 531

Microfilm – 5,524

Miscellaneous – 681

Circulation – 337,586

Books – 194,625

Periodicals & Newspapers – 6,091

Audio media – 59,304

Videos – 75,941

E-Books – 167

Miscellaneous – 1,458

Interlibrary Loan

ILL received from other libraries—28,401

ILL provided to other libraries – 16,334

Services

Hours library open – 2,479
Number of Sunday s open – 0
Attendance in library – 243,089
Number of Reference Transactions – 39,440
Number of Adult & YA Programs Held – 560
Total Attendance at all Adult & YA Programs – 9,751
Number of Children’s Programs Held – 923
Total Attendance at all Children’s Programs – 10,031
Number of Volunteers – 118
Number of Registered Borrowers – 21,591
Number of Public Use Internet Computers – 27
Number of Users of Public Internet Computers per Week – 1,956
Number of Hits on Website – 2,846,000