

2007 ANNUAL REPORT 2007

OF THE

FORBES LIBRARY

CITY OF NORTHAMPTON, MASSACHUSETTS

FOR THE

YEAR ENDING DECEMBER 31, 2007

The Board of Trustees and Its Officers
December 31, 2007

Russell Carriers, *President*
Mary Harding, *Vice President*
Bonnie M. Burnham
Peter N. Rowe
Jesse M. Adams

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	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 –
David Bloomberg	Jan. 2004 – Dec. 2006
Bonnie M. Burnham	Jan. 2005 –
Peter N. Rowe	Jan. 2005 –
Jesse M. Adams	Jan. 2007 –

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 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-

Staff as of 1/1/07

FULL TIME

Janet Moulding	Director
Lisa Downing	Assistant Director
Jennie Pittsinger	Adm.assistant
Rick Hart	Information Services/Head of Reference
Faith Kaufmann	Information Services/Head of A&M
Kathleen Krol	Information Services Coordinator
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
Christopher Teghtsoonian	Circulation

PART-TIME

Jennifer Ditkoff	Information Services
Adam Novitt	Outreach / Information Services
Vanessa Vargas	Circulation / Information Services
Barbara Whitten	Information Services
Stephanie Levine	Children's
Emily Houk	Children's
Martha Thorne	Periodicals / Technical Services
Rahel Hiwet-Herzog	Technical Services
Mark Toczydlowski	Custodial
Frank Heston	Outreach
Benjamin Kalish	InterLibrary Loan
Julie Bartlett	Archivist
Susan Hoyt	Circulation
Barbara Lewis	Circulation

INTERMITTENT PART-TIME

Dylan Gaffney	Information Services
Beth Grishman	Information Services
Sandra Milenski	Information Services
Kathleen Packard	Information Services
Elizabeth Heston	Children's
Leonard Seney	Custodial
Elise Bernier-Feeley	Local History Librarian
Towle Leichliter	Circulation
Susan Schaeffer	Circulation
Daniella Brahms	Circulation
Jason Mazzotta	Circulation
Jane Sommer	Circulation
Portia Henle	Technical Services

FORBES LIBRARY
2007 Annual Report 2007
Year Ending December 31, 2007

2007 was a year of continuing budget tightening and continuing service expansion. The big exception was the closing of the library on Sundays. The city felt that having Lilly Library open was sufficient service offered to the Northampton library community. Within the financial restraints, the library staff found creative ways to improve service by responding to patron concerns and emphasizing friendly, respectful customer service.

Budget

Operating Budget -- \$1,055,209
Cuts from FY06:
 \$11,000 to close Sundays
 \$2,000 reduction in technology
 \$1,000 reduction in labor & repairs
Book Budget -- \$149,100
State Aid -- \$40,600

Funds

The library paid its debt to the city for the installation of the parking meters in January and therefore will keep the approximately \$250 per week collected from the meters. The money will be deposited in the Richard C. Garvey Book Fund.

In July the Trustees created the "Stahl-Halberstadt Technology Fund" of \$179,300 from bequests from Dorothy Stahl and Margaret and James Halberstadt. This fund will be used to supplement the library's technology budget, but not to relieve the city of its responsibility to fund the library's technology needs.

In September the Trustees created the Gertrude MacFarlane Fund with a donation from Clifford H. Blanchard, Hillsboro, NY, in memory of Gertrude E. MacFarlane, sister of his late wife, to be used "by the Trustees at their discretion as a building maintenance fund for additions or other building enhancement."

Operations

Two drive-up book drops were installed January 10th, one for books and one for media. A way to return books without parking and walking into the building was among the most common requests made by patrons. These newly installed book drops are open all the time and are very popular with patrons.

A second Comcast internet line was added to serve the increased wireless use by patrons within the library and on library grounds.

Policies

For the first time, Forbes will allow patrons to bring in and consume food and drink to the library as long as beverages are in covered containers and food is limited to neat snacks.

Trustees

Four candidates took out papers to run for the three library trustee seats to be decided at the November election. Bonnie Burnham and Peter Rowe were re-elected to their seats. Jesse Adams was elected to fill the seat being vacated by David Bloomberg's retirement. Jennifer Higgins also ran for Forbes Trustee.

The 2007 Trustees Award was given to Forbes Library's first Writer-in Residence, Diana Martin Gordon for her work in initiating and facilitating the library's writing and poetry programs, including a poetry discussion group, writing workshops, and a poetry reading series for local poets.

Code Green Winners

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 2007, the most nominations were received by Jason Petcen.

Special Collections

Approximately 1,500 formerly circulating books on the world wars were given to the University of Massachusetts—Amherst Du Bois Library. All materials in Special Collections were retained by Forbes.

Friends of Forbes

The Friends of Forbes held their annual garden tour in June 16th. They made \$5,500 for the library. They received \$2,200 from the Florence Savings Bank in the Customer Choice Award. The Friends received 220 votes which put them in sixth place.

Gifts

Elliot and Rosemary Offner donated a woodcut by Mr. Offner entitled "Camperdown Elm". Artist Deborah Rubin of Amherst donated watercolor painting of flowers entitled "Lois". \$737.56 from the MBLC Matching Funds program was added to the Halberstadt Technology Fund. Other gifts:

- \$50 from Michael Detmold & Lisa Shabel, Columbus OH, in honor of Mr. & Mrs John Detmold, to the Garvey Book Fund
- \$100 from Hedwig C. Rose, Northampton, to the Garvey Book Fund
- \$200 from Carolyn Moriarty & Marianne Moriarty, Northampton, in memory of Judith & Robert Moriarty, to the Garvey Book Fund
- A bequest of \$25,000 was received from the estate of Margaret B. Halberstadt
- \$100 from the World War II Veterans Association of Hampshire County, Northampton, to the Halberstadt Technology Fund
- A one year subscription to the periodical, *Rug Hooking*, from the Quabbin Chapter of the Association of Traditional Hooking Artists, Northampton
- \$25 from the Monday Afternoon Club, Northampton, to the Book Fund
- \$100 from the Community Foundation of Western Massachusetts from funds donated by David and Alice Shearer, Northampton, to the Book Fund

- \$500 from anonymous to “enhance and expand the children’s collection” to deposit in the Book Fund
- \$500 matching gift from Harris and Eliza Kempner Fund, Galveston, TX, to “enhance and expand the children’s collection” to deposit in the Book Fund
- \$1,000 from anonymous to the Special Collections Fund
- \$2,000 from the Friends of Forbes to the Staff Development Fund
- \$5,000 from the Friends of Forbes to the Book Fund
- \$1,000 from anonymous to the Special Collections Fund
- \$200 from Frank J. Roach, Williamsburg, to buy books and music, to deposit in the Book Fund
- 645 CDs from James McReynolds, Northampton, to add to the collection or be sold
- \$75 from Marie Claire Courmand, Ashfield, to deposit in the Book Fund
- \$75,000 from the Margaret Halberstadt bequest to the Halberstadt Technology Fund
- \$10 from L. W. Blake, Longmeadow, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books
- \$20 from Roger & Susan Duhaime, Manchester, NH, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books
- \$25 from Thia Ploubides, Springfield, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books
- \$10 from Dolores Samms, Northampton, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books
- \$25 from Stanford Cohen, Longmeadow, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books
- \$20 from Arlene, James, & Heather Carmichael, Pelham, in Memory of Emily V. Rennet, to the Book Fund to purchase large print books
- \$125,000 from the Dorothy Stahl bequest to the Stahl-Halberstadt Technology Fund
- \$20 from the Requardt Family, Longmeadow, in Memory of Mary Ann Lynde, to the Book Fund to purchase large print books
- \$20 from Jesse M. Adams, Northampton, to the Book Fund to purchase \$10 worth of large print books and \$10 worth of books in Spanish
- \$1,000 from anonymous, half to go to the Hampshire Room, half to the Children’s Department
- \$250,000 from Clifford H. Blanchard, Hillsboro, NH, in memory of Gertrude E. MacFarlane, to be used “as a building and building maintenance fund for additions or other building enhancements”
- \$500 from the Barry Schechter and Kathy Hibshman, Tucson, AZ, to the Garvey Book Fund
- \$200 from Herman Edelberg, Northampton, to the Book Fund
- \$100 from Robert & Ruth Cohen, South Hadley, to honor their children, Marcy Cohen, Mr. & Mrs. Bradley Katz, and Mr. & Mrs. Peter Hellman, to the Book Fund
- \$20 from Arlene, Jim, & Heather Carmichael, Pelham, in memory of Emily V. Rennet, to the Book Fund
- \$50 from Ron & Madeleine Roy, Manchester, NH, to Outreach, in memory of MaryAnn Lynde, to the Book Fund

Sales

- \$2,057.50 from NEBA for sales of books to Special Collections Fund
- \$50 from Rumpelstiltskin for sale of a card catalog to Special Collections Fund
- \$1,500 from Old School Commons Condominium Trust for lease of land to Cutter Book Fund

Statistics July 1, 2006 through June 30, 2007

The rise in circulation is in spite of a decrease in holdings of 6% as our weeding project continues and a decrease in library attendance of 15%, which we attribute to the reopening of Lilly Library and patron use of our extremely popular 24/7 drive-up book drops. We feel that our collection in general is improving and becoming more targeted to patron needs. Particularly notable is the 41% increase in our relatively small collection of periodicals (magazines). Thanks must go to our Periodicals Coordinator, Matt Thorne, who diligently monitors patron usage and creatively culls and enhances the title list. The 3% increase in audio book circulation is possibly due to the very popular Playaway books. Also up, by 31%, is the number of onsite loans to non Northampton residents, which does not include Lilly patrons. This could result from the increasing populations in surrounding towns, coupled with the decreasing municipal support for libraries in many of those communities. We are glad to see that the number of Northampton residents with library cards is up 17% with over half the city population being registered at Forbes. That exceptional statistic speaks to the strengths of this community and its support of its libraries.

Holdings – 237,756

Books – 210,841

Periodical & Newspapers – 1,446

Audio media – 11,929

Videos – 5,969

E-books (through OPAC) – 796

Downloadable Audio (through OPAC) – 760

Downloadable Video (through OPAC) – 162

Microfilm – 5,762

Miscellaneous – 91

Number of databases – 11

Circulation – 348,786-- up 4%

Books – 200,175

Periodical & Newspapers – 8,589

Audio media – 60,854

Videos – 75,481

E-books (through OPAC) – 150

Downloadable Audio (through OPAC) – 678

Downloadable Video (through OPAC) – 36

Miscellaneous – 2823

Interlibrary Loan -- up 19%

ILL received from other libraries-- 32,823

Ill provided to other libraries – 20,325 -- up 24%

Services

Hours library open – 2,521

Number of Sunday s open -- 35

Attendance in library – 210,997
Number of Reference transactions – 153,000
Number of Children’s programs held – 1,016
Attendance at Children’s programs -- 10,856 -- up 8%
Number of Adult & YA programs held – 431
Attendance at Adult & YA programs – 4,689
Number of Volunteers – 82
Number of Registered Borrowers – 21,908
Number of Registered Borrowers from all Northampton Zip Codes – 16,543
Number of Public Use Internet Computers – 28
Number of Hits on Website – 3,123,915 -- up 10%
Number of users of public computers during typical week – 1,991
Number of times meeting rooms used by public – 402 -- up 20%