2010 ANNUAL REPORT 2010

OF THE

FORBES LIBRARY

CITY OF NORTHAMPTON, MASSACHUSETTS

FOR THE

YEAR ENDING DECEMBER 31, 2010
Trustees Award 2010
Trustees Peter Rowe, Russell Carrier, Marjorie Hess, Jesse Adams, Bonnie Burnham, Trustees Award recipient Mary Harding, and Mayor Clare Higgins
The Board of Trustees and its Officers
December 31, 2010

Russell Carrier, President
Scott Morin, Treasurer
Peter N. Rowe, Vice President
Elizabeth Barone, Secretary
Bonnie M. Burnham
Marjorie R. Hess
Jesse M. Adams

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
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
Frederick W. Plummer Jan. 1940 – May 1945
Russell W. Carrier Jan. 1982 –
Alison Lockwood  Jan. 1996 – Apr. 2004
Bonnie M. Burnham  Jan. 2005 –
Peter N. Rowe  Jan. 2005 –
Jesse M. Adams  Jan. 2007 –
Marjorie R. Hess  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 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 Bisaillon 1979-2004
Janet Moulding 2004-
Staff as of 1/1/10

**FULL TIME**
Janet Moulding Director
Lisa Downing Assistant Director
Jennie Pittsinger Administrative Assistant
Kathleen Krol Head of Information Services
Rick Hart Information Services/Head of Reference
Molly Moss Information Services/Head of Arts & Music
Faith Kaufmann Head of Children's Department
Judith McGowan Head of Technical Services
Paula Elliott Technical Services
Kathryn Mizula Maintenance Supervisor
Jason Myers Library Technician/Projects Manager
Jason Petcen InterLibrary Loan Librarian
Elizabeth Maguire Circulation Supervisor
Brian Tabor Circulation
Christopher Teghtsoonian Information Services/Tech Services/ILL
Dylan Gaffney Outreach

**PART-TIME**
Adam Novitt Children's/Circulation
Stephanie Levine Periodicals / Technical Services
Martha Thorne Custodial
Mark Toczydlowsk Outreach
Frank Heston InterLibrary Loan
Julie Bartlett Archivist
Benjamin Kalish Circulation
Sandra Schaeffer Information Services/Tech Services/Circulation
Jason Mazzotta Information Services
Daniele Stasky Circulation/Childrens
Jennifer Adams Information Services
Sarah Karol Information Services

**INTERMITTENT PART-TIME**
Sandra Milenski Information Services
Elise Bernier-Feeley Local History Librarian
Jane Sommer Circulation
Josephine Hernandez Information Services
Ajay Menon Information Services
Barbara Walz Information Services
Maureen Ryan-Wise Circulation
Portia Henle Technical Services
Esperanza Friel Children's
James Carroll Local History
Ryan Duffy          Circulation
Susan Darling       Local History
Ryan Allen          Custodial
Penelope Johnson    Information Services
Susana Villar       Information Services
Andy Grant          Information Services
Sara Kanig          Children's
Cynthia Backlund    Circulation
2010 was another difficult economic year with only enough of an increase in the city’s appropriation to satisfy the certification requirements of the Board of Library Commissioners. The library was once again forced to close on Saturdays in July and August.

A bequest of $1,000,000 from Dilman Doland received in 2010 was the largest donation the library had received since the original bequest from Judge Forbes to establish the library. According to the terms of Mr. Doland’s will, use of the fund is restricted to the income with the principle to remain as part of the endowment. This income is designated to be used to support the Doland Reference Room.

**Budget**

- Operating Budget FY11 -- $1,127,222
- Book Budget FY11 – $139,452
- City Appropriation FY11-- $1,072,658
- State Aid FY11-- $68,598
- Clarke & Earle Income FY11 -- $8,750

The library’s operating budget for FY2011 consisted of Personnel costs of $935,754 and Ordinary Maintenance of $191,468 for a total of $1,127,222. This figure is approximately $4,000 more than the FY2010 budget, but almost $20,000 less than FY2009.

The Forbes Library Employees Association agreed that because of the extraordinary budget situation of FY2011, they would forego their contracted step raises, and accepted instead only a 2% cost of living adjustment.

**Trustees**

In January, Marjorie Hess was sworn in as a Trustee of the Forbes Library, replacing Mary Harding who stepped down at the end of 2009. Russell Carrier was elected President and Peter Rowe Vice-President.

The 2010 Trustees Award was presented to long-time member of the Friends of Forbes and retiring Trustee, Mary Harding.

In September, the Trustees approved a resolution “Be it resolved that as the primary stewards of the Forbes Library services, the Board of Trustees of Forbes Library opposes Question 3 on the basis that its enactment would have a severe impact on all types of library services at Forbes and would result especially in an overwhelming and wholly destructive loss of library services that are fundamental to the educational, social and economic well-being of all users of the Forbes Library.” Ballot Question 3 which proposed to reduce the State Sales and Use Tax from 6.25% to 3% was defeated in the state’s November election.

The Trustees voted that the Treasurer be allowed to write checks up to $500 and report them in the next month’s Treasurer’s report, and that for checks over $500 he could call the President or Vice-President for approval if needed before the regularly scheduled Trustees’ meeting.
Forbes Library participated in the Pride March for the first time this year. It was a small, but enthusiastic, group (ranging in size from 6-10 at any given time) of trustees, library staff, family and library patrons. Marchers held a banner festooned with colorful balloons, and were greeted by cheers from the larger than ever crowd. “Yeah Forbes,” “We love Forbes,” was heard all along the parade route. Participants handed out library bookmarks.

The Trustees approved a design for a handicap ramp entrance to the children’s room. The design by Thomas Douglas Architects of Northampton includes an arched vestibule entrance that blends in with the current building architecture, a ramped handicapped entrance leading down to an approximately 30 foot by 30 foot patio, and relocation of the driveway to the western perimeter of the property. The patio has enough room for bikes and strollers and will be heated and drained eliminating the need for snow removal in the winter. Granite steps will lead down from the front of the building. The total cost is conservatively estimated to be $612,000 which includes $120,000 for the vestibule entrance and $450,000 for excavation and construction of the handicapped ramp. The price for the ramp includes the cost of the heating system to prevent snow build up and electrical for lighting of the ramp. The cost for the driveway relocation is about $42,000.

Operations

The library was closed on Saturdays from Memorial Day through Labor Day because of budget shortages.

The foreign language books from the main floor and Arts & Music were moved together into the stacks at the beginning of the fiction stacks on the main floor and named the World Languages collection. The books either have a label that says World Languages or a Spanish/Espanol label and are so designated in the online catalog. Before this time books in foreign languages were shelved according to subject or author and inter-shelved with books in English. By putting the books together by language, it makes the collection much more browsable for those wanting books in a specific language.

The library installed a Keurig KCup coffee machine on a table in the library lobby. The “KCup System” makes very good coffee, tea, and hot chocolate using single serving dedicated cups of coffee, tea, or hot chocolate. The hot water flows through the KCup directly into the customer’s drinking cup. Patrons are charged $1.00 per cup and payment began as the honor system, but in November a coin-op machine was purchased.

The library hosted an employee of the U.S. Census bureau from March 22-April 17 in the lobby. He staffed a table to assist people with their census forms. This assistance included help in foreign languages, help for people who did not receive a form, or any other type of census form related question.

The library Book Fund was renamed the Book and Media Fund to more accurately represent to patrons and potential donors what the fund actually purchases in this more modern era when libraries circulate much more than just books.

A picnic table and two Adirondack chairs were placed outside the building for use by both patrons and staff. Both table and chairs proved very popular for study, wi-fi use, and relaxation during pleasant weather.

The six bathrooms on the library’s second floor, mezzanine, and main floor were repainted at a cost of $800 from the Bak Fund.
The library’s original granite threshold was removed during renovations to the main entrance in 2009. That large stone was fashioned into a bench and placed by the sidewalk on the southwest corner of the building.

On July 1st, the much appreciated Western Massachusetts Regional Library System (WMRLS) was disbanded along with all of the Massachusetts regional library systems and replaced with the Massachusetts Library System (MLS).

The City of Northampton entered into a contract with ESCO to upgrade all city buildings to make them more energy efficient. Workers from Con Edison installed new ballasts and light bulbs in the library’s hanging light fixtures. They also installed motion sensor lights in the bathrooms. The library’s heating system was switched from oil to gas.

Anna Gertrude Brewster Children’s Room

The Children’s Room offered programming to children from birth through age 14 and every day of the week. Video Games were purchased for circulation in Wii, XBox360, Nintendo and PlayStation formats. Children’s Department Head, Jude McGowan, created an ongoing collaboration with the local PBS TV (WGBY) station and co-sponsored several programs this past year including: Reading Rainbow Writing Workshop for elementary aged children, Sid the Science Kid (2X) A hands on Science program for Pre-schoolers, WGBY Brain Workshop for children ages 3-6. The department hosted nine library tours for area schools as well as one from Springfield. The summer reading program was entitled “Go Green at Your Library” and ran from July 12 to August 15.

The Children’s Department celebrated Pajama Day on December 18th. The Children’s Room staff and many of their patrons wore their pajamas to the library that day for a cozy, comfy day of stories and play.

For class credit, a group of Five College advanced design students designed and constructed security panels for the half wall outside the elevator in the Children’s Room.

Gifts (other than to the Annual Fund)

- $25 from H. W. Hopp, Northampton, to purchase large print books, deposited in the Aid Book Fund
- $100 from anonymous in honor of Doris Hayden, for the purchase of materials focused on Latin America, deposited in the Aid Book Fund
- $35 from John Gabriel, Marlborough, MA, to the CCPLM, deposited in the RCCR Fund
- $100 gift certificate to Broadside Books from Mark and Michele Aldrich, Hatfield, used for materials for the Hampshire Room
- $1,000 from the DeLaCour Family Foundation, Glen Cove, NY, and Edmund DeLaCour, Northampton, deposited in the Stahl Halberstadt Technology Fund
- $50 from Joseph Dayall, South Hadley, to purchase music cds, deposited in the Aid Book Fund
- A computerized picture of the library from Ronald Hebert, Northampton, which was hung on the mezzanine
- $70 from Phyllis Rodin, Northampton, deposited in the Aid Book Fund
- $75 from Elizabeth Whyte Schulze, Worthington deposited in the Stahl Halberstadt Technology Fund
$20 from Arlene & James Carmichael and Heather Mahoney, Pelham, in memory of Emily V. Rennet, to purchase large print books for Outreach, deposited in the Aid Book Fund

Elliot & Rosemary Offner donated a bronze plaque, a bas-relief of a fossilized fish entitled ‘Dapedium Granulatum’

$50 from Loomis Communities at the request of Susan Well, who spoke at Loomis Village, deposited in the RCCR Fund

Lewis Bryden donated his oil painting entitled “An Higher Ground”, a large landscape view from Mount Holyoke

$35 from Jean Cohen, Easthampton, in memory of Marguerite Hudson, deposited in the Stahl-Halberstadt Technology Fund

$345 from CFASC/NEBA deposited in the Special Collections Fund

$150 from Chestnut Farms, Hardwick, deposited in the Garvey Parking Fund.

$500 from Barry Schechter and Kathy Hibshman, Tucson, AZ, deposited in the Stahl Halberstadt Technology Fund

$100 from the Community Foundation of Western Massachusetts on the recommendation of David and Alice Shearer, Northampton, deposited in the Stahl Halberstadt Technology Fund

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**Bequests**

- $1,000,000 from the estate of Dilman Doland “to be restricted to the endowment of Forbes Library with the income therefrom to benefit and support the ‘Doland Reference Room.’ If, in any given year, the income from the fund exceeds the budgetary needs of the Doland Reference Room, the excess may be used to provide supplementary income to the general book endowment of the Forbes Library.” The fund was named the “Doland Reference Fund,” and placed with Bartholomew & Company for investment.

- $40,908.95 from the estate of Maureen Hope O’Connor of Northampton. In her will, Ms O’Connor stated: “It was at a young age that I came to appreciate the beauty of architecture as well as the richness of reading. In Northampton we are lucky to have the two come together at Forbes Library. Forbes Library is a unique and stimulating world unto itself. Within its milieu one is awash in solace, intellectual growth and relaxation. I have been especially grateful for Elise Feeley and the reference service. It is my wish that this bequest be used for capital improvements and or staff salaries.” The fund was named the O’Connor Fund to be used for capital improvements to the library.

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**Sales**

- $4,235.50 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 Stahl-Halberstadt Technology Fund.

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**Annual Fund**

The 2010 annual fund benefited the renovation of the Anna Gertrude Brewster Children’s Room and was the most successful annual fund to date raising over $50,000. The assistance of
renowned children’s book author Mo Willems and his wife Cher Willems and a $25,000 donation from the Friends of Forbes was largely responsible for the success of the fundraising.

A Mo Willems Cartoonapalooza was held on Sunday, May 23, at the Academy of Music. The first floor of the Academy was nearly full and the crowd was vocal and enthusiastic. The event raised nearly $5,000.

Sales of posters designed by Mo Willems exclusively for Forbes Library brought in over $2,000.


Donors to the annual fund included:

Programming

The library appointed a new Writer-In-Residence, Susan Stinson, the award-winning author of three novels and a book of poetry and lyric essays. Her recently completed work, *Spider in a Tree*, is a novel about eighteenth century Northampton preacher Jonathan Edwards. Her work has been published in numerous anthologies and journals, including Kenyon Review, Seneca Review and The Women's Review of Books. She has given more than a hundred readings, speeches and workshops across the country, and also offers cemetery tours and talks about local history. She planned a full calendar of events at the library including a series about the “writing life” and another series of readings about local history and local novelists.

Forbes Library participated in the city's First Night event by hosting two sessions with Ellen Clegg in the afternoon of December 31st for a participatory drumming program.

The library’s Food for Fines program netted a donation of 620 pounds of food for the Northampton Survival Center.

From April to June, Forbes Library hosted a traveling sculpture called the “Little House of Poems.” It was a small hut created by artists Gene and Susan Flores of Plainfield that included a table and chair for writing. People could go inside and write a poem and then leave it behind for others to read. The poems were gathered together in a chapbook when the hut was removed. The library had about 4000 patrons attend adult programs this year including a wonderful reading by former US Poet Laureate and Pulitzer Prize winner, Richard Wilbur. Weekly poetry discussions and several monthly book discussions continue to be offered and well received.

Special Collections

The library’s collection of art was digitally photographed by Stephen Petegorsky. The images are intended to be used to create virtual tours and to sell copies of the art online.

The library offered for sale collectable cookie tins with photos from the Forbes special collection on the lid. The first tin produced had a photo of the Northampton High School class of 1909 in costume for a school play. The tins sold for $16.00 each and cost just over $10. The library ordered 25 with that picture.

The paintings of Pliny Earle and Judge Forbes were moved from the Reference Room to the front lobby next to their respective bronze plaques. The portrait of Charles Cutter and the Northampton streetscape by Mat Matera were moved to the reference room.

Elliot Offner’s recent gift plaque, “*Dapedium Granulatum*”, was installed near the circulation desk on the main floor.

The library purchased a painting Green Apple Reflections by local artist, Bill Sharp, for $900.

Lewis Bryden gave the library a second oil painting entitled “An Higher Ground”. It is a large landscape view from Mt. Holyoke and was hung in the Reference Room opposite the Kingsley landscape of the Pioneer Valley.

Staff

Each month a staff member’s name is drawn at random from those names submitted by other employees for acts of excellent customer service and fellow staff support. In 2010, the
seven most often nominated employees were Dylan Gaffney, Faith Kaufmann, Jason Mazzotta, Jason Myers, Jason Petcen, Jennie Pittsinger, and Brian Tabor.

Assistant Director/Patron Services Librarian, Lisa Downing had a baby girl on Wednesday, June 16th. After ten weeks of maternity leave, she returned part time to the library.

Forbes Interlibrary loan staffer Ben Kalish received his Masters degree in library science from Simmons University. Ben started at Forbes as a volunteer in 2004 and worked in nearly every department in the library in the following years.

Rick Hart, Head of Reference for the last two years, retired in March. After over two decades as a reference librarian at the Greenwich, CT library, Rick brought a great deal of reference experience to Forbes, but also a genuine concern for the welfare of the library patrons. Molly Moss was hired as new Head of Reference. Molly has a great deal of experience in libraries in the mid-west and the eastern part of Massachusetts. Katie Krol, Head of Information Services, left in July to become the director of the Monson Free Library. Katie started as Intermittent Part Time in 2005 while finishing her MLS degree and became full time in 2006.

Julie Bartlett, Brian Tabor, Dylan Gaffney, and Jason Mazzotta represented Forbes Library in the Dollars for Scholars Local History Scavenger Hunt on October 2nd. The Trustees sponsored the team.
Friends of Forbes

For 2010, the officers of the Friends of Forbes were Christine Nolan, president; Kari Knapp, vice-president; Tim Umbach, treasurer; and Mikki Michon, Secretary.

On Sunday, April 11th, the combined Friends groups of Forbes and Lilly Libraries hosted their fourth annual Edible Book contest at Lilly Library.

The Friends created two baskets which were raffled off in the spring, one for the garden tour including tickets and gardening items, and one with a Red Sox theme including two tickets to a Red Sox game. They made $900 on the basket raffle.

The Friends contributed $25,000 towards the Children’s Department renovation and offered matching donations through the annual fundraising letter. The Friends also contributed $5,000 to the Book Fund, $2,000 toward adult programming, $2,000 for staff development, $2,000 for children’s programming, and $1,000 towards maintenance of the outreach vehicle.

The Friends of Forbes, for the second year in a row, received the most votes in the Florence Savings Bank Community Grants Award. This year they earned $3,000 as their share of the bank’s payout. Libraries as a whole were well represented with Lilly Library getting the second highest number of votes and awards also going to the Williamsburg and Granby libraries and Western Massachusetts Regional Library System (WRMLS).

The annual Friends Garden Tour was held Saturday, June 12th and raised about $3,500 and the second annual Wine Tasting event was held on Friday, September 25th and raised about $3,000.

The Friends sponsored a concert featuring The Sweetback Sisters on the library’s west lawn on Wednesday evening, June 30th. It was very well attended with four hundred people filling the lawn.

STATISTICS
July 1, 2009 through June 30, 2010

Circulation, Interlibrary Loan, reference transactions and computer use figures remained stable at already high levels. The library’s main entrance was closed for several weeks due to renovation and the library was forced to close ten Saturdays during the summer and both of these factors are believed to have negatively impacted statistics.

Holdings – 184,402
Books – 153,943
Periodicals & Newspapers – 1,471
Audio media – 12,611
Videos – 7,795
E-books (through OPAC) – 1,010
Downloadable Audio (through OPAC) – 1,397
Downloadable Video (through OPAC) – 112
Microfilm – 5,575
Miscellaneous – 488
Number of databases – 38
Circulation – 360,516
Books – 206,793
Periodicals & Newspapers – 11,655
Audio media – 57,039
Videos – 79,682
E-books (through OPAC) – 157
Downloadable Audio (through OPAC) – 843
Downloadable Video (through OPAC) – 34
Miscellaneous – 4,313

Interlibrary Loan
ILL received from other libraries—34,969
ILL provided to other libraries – 27,845

Services
Hours library open – 2,251
Number of Sunday s open – 0
Attendance in library – not counted
Number of Reference transactions – 32,644
Number of children’s programs held – 1,073
Attendance at children’s programs – 12,313
Number of YA programs held – 42
Attendance at YA programs – 399
Number of adult programs held – 302
Attendance at adult programs – 4,078
Number of Volunteers – 311
Number of Registered Borrowers – 17,880
Number of Public Use Internet Computers – 23
Number of users of public computers during typical week – 918
Number of times meeting rooms used by public – 575