

# HPL minutes

Holyoke Public Library Board of Directors Meeting		
4.8.2014	4:30pm	250 Chestnut St.
Present	<i>Board Members:</i> Terry Plum, Susan Carey, Janet Stupak, Jeremy Smith, Tom Barrett, Wesley Kulig, Bellamy Schmidt, George Mettey, Patrick Leahy, Joan Steiger, Manuel Frau-Ramos, Sandy Ward, <i>Library Director</i> Maria Pagan, <i>Archivist</i> Eileen Crosby, <i>FDA</i> Eric Fiedler	
Not Present		
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	<b>Approved</b>	

## REPORTS

President's Report	
Terry Plum <span style="float: right;">Text</span>	
Discussion	HAP Housing will be here on Wednesday April 9th to present on the Library Commons Project. Several board members will be present.
Terry went to Mayor's State of the City address.	
The Long Term Investment Committee has done a great job of looking at financial advisors. Tom Barrett will give the report today.	
Maritza Martinez has resigned as a director. She is a corporator-director. Should we wait until the annual meeting in October to fill the position? A discussion was held and it was decided that we will solicit candidates before the annual meeting.	
Maria will continue to attend meetings of the SPARK/Working Cities grant. The budget was reduced from \$750,000 to \$250,000.	
The next Board Meeting will be on May 6 instead of May 13.	

Finance Report	
George Mettey	
Discussion	During February the library's cash position closed at \$181,922.

# HPL minutes

Operating profit and loss shows a small net operating gain of \$9,043 so far this fiscal year. This is due to the mass liquidation of invoices in January and includes additional distribution from the endowment of \$35,000.

There will be another financial workshop on library finances Thursday April 10.

**See Appendix A for full report**

## Personnel Committee Report

Bellamy Schmidt

Discussion

Drafts of staff performance appraisals have been completed by Maria. The Personnel Committee will review shortly.

## HPL Realty

Bellamy Schmidt

Discussion

Fontaine Brothers have been waiting for a December payment. The funds were release by MHIC, but Jon Lumbra is on paternity leave and cannot release the funds.

We have nearly completed all of the payments for the project. A couple are behind schedule, particularly for Fontaine Bros. and FA+A, but we are working with the city to release the funds.

At this point, however, we have used up all of the funds provided by the MHIC deal structure, so we will have to tap into some HPLC funds to complete the project. That should amount to less than \$60,000 or 0.4% of the total budget.

## Director's Report

Maria Pagan

Discussion

Maria met with the Chief of Police about bathroom and solicitation issues. The Chief advised the library to call the police to issue a trespass if that is deemed necessary. The staff will be checking the bathrooms to monitor behavior.

The leak has been fixed. Rain overflowed from gutters to an area that was not completely sealed. The area has now been sealed.

Interior signs are now in.

# HPL minutes

**See Appendix B for full report**

## History Room Report

Discussion	Attendance in the History Room has been way up.
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The History speaker series have been going well. Eileen is planning for possible genealogy workshops during the summer.

Eileen is looking for volunteers to interview for the Oral History Project.

The library is receiving Holyoke Street Railway material from the Springfield History Library & Archives. We are also receiving a collection of glass plate negatives by C. R. Wilhelm, an amateur Holyoke photographer from the late 19<sup>th</sup> century.

Eileen would like to install a database suitable for archival collections to replace the current PastPerfect database.

**See Appendix C for full report**

## Long Range Investment Committee report

Tom Barrett

Discussion	The Committee met and voted to recommend that the Board accept the proposal of Rockefeller & Co.
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**See Appendix D for full report**

Motion	Person Responsible	Second
That the Board accepts the proposal of Rockefeller & Co. to handle library investments. <b>Approved</b>	Bellamy Schmidt	George Mettey

## Friends Report

Sandy Ward

# HPL minutes

Discussion	The Friends will be offering tours during National Library week.
The Future Begins Here fund raiser is coming up. If you have items to auction, please send to the Friends.	
Andrew is still missing some info needed to file the Friends old 990s with the IRS.	

FDA Report	
Discussion	The Development Committee met with Matt and Eric. They agreed that the capital campaign will end once the brick campaign is complete.
On November 20 <sup>th</sup> there will be a catered dinner by the Log Cabin in the library. The Dinner is free, but we will be asking attendees to make a three year commitment.	
FDA has a draft form for planned giving to everyone who has been a donor.	

## NEW BUSINESS

Maritza Martinez resignation		
Terry Plum		
Discussion	Maritza Martinez has resigned from the board.	
Motion	Person Responsible	Second
That the board accept her resignation and will accept candidates for her replacement. <b>Approved</b>	Bellamy Schmidt	George Mettey

Filtering and eRate		
Terry Plum		
Discussion	A discussion was held on the pros and cons of filtering library computers. No conclusions were reached.	
Motion	Person Responsible	Second
That the vote on filtering be tabled. <b>Approved</b>	Wesley Kulig	Sandy Ward

# HPL minutes

Seminars by investment firms		
Terry Plum		
A discussion was held as to whether or not we should allow individuals from commercial financial institutions to hold financial advice sessions at the library.		
Motion	Person Responsible	Second
To permit seminars by investment firms as long as they follow the current community room policies. <b>TABLED</b>	Bellamy Schmidt	Sandy Ward

Motion made and seconded to adjourn at 6:28 pm

## **NEXT MEETING**

**Tuesday May 6th** at 4:30 at the Holyoke Public Library.

HPL minutes

## **APPENDIX A**

# HPL minutes



## Report of the Treasurer April 8, 2014

During the month ended February 28, 2014 the Holyoke Public Library's cash position closed at \$181,922. The receipt of additional funds from the endowment in mid-January, and the short month, resulted in the payment of relatively few invoices during that time.

Our operating profit and loss shows that we have sustained a small net operating gain of \$9,043 so far this fiscal year. This is due to the mass liquidation of invoices in January and includes the additional distribution from the endowment of \$35,000, which for purposes of reporting is counted as net income. Without this distribution, the Library would have sustained a year-to-date loss of \$26,000. Our forecast for the year is consistent, with a prediction for a loss (after the distribution) of \$20,873 by the close of the fiscal year, and a total net loss (excluding income from the additional distribution) of \$56,000. This projection is slightly better than the originally budgeted loss of \$58,226.

Respectfully submitted,

George Mettey, Treasurer

HPL minutes

## **APPENDIX B**



## Library Director's Monthly Report April 8, 2014

### FYI/Requests

- Statistics (enclosed)

### OverDrive E-Format Circulation Activities for 6/2013-3/2014

<b>AudioBooks</b> MP3 – 686 WMA – 87	<b>830</b>
<b>E-Books</b> Kindle – 804 READ – 152 Adobe EPUB – 874 Open EPUB – 9 Adobe PDF – 35 Open PDF – 0 Disney Online Books – 5	<b>1,964</b>
<b>E-Video</b>	<b>7</b>
<b>All Format Total</b>	<b>2,803</b>

### Library Visits 7/2013-3/2014

7/2013	8/13	9/13	10/13	11/13	12/13	1/2014	2/14	3/14	4/14	5/14	6/14	Total
3,804	4,228	4,576	3,978	11,074	10,884	4,024	3,578	3,950				<b>98,546</b>

- Incident/Complaint reports – Last Thursday I met with Chief Neiswanger in regards to the solicitations on Chestnut Street and the misused of our public bathrooms.

#### Recommendations:

1-Keep bathrooms locked at all times. Continue taking identifications for the use of the bathrooms and keep a log with dates, names and times as we are doing for both the bathrooms on Ground level as well as for the bathrooms on third floor. Note those you suspect/know are suspicious.

2-Keep track of the 'Ladies' soliciting outside the library (date, time, and any other information you can get). If you happened to be notified by people coming into the building, that they were approached by one of these 'Ladies', take notes.

3-Have bathrooms check regularly to narrow down the undesirable users of bathrooms. I suggest before opening, around noon time, again around 3pm, and before closing and make notes on pad after each check.

We are responsible for our building and for each other. We need to be aware of our surroundings, do our own policing and note any suspicious activities happening around us, for our safety, our patrons and our building & grounds. Call the Police Department when witnessing any suspicious activities happening in and/or around the building.

- The weather this year has helped us find where some of the building's deficiencies and leaks are. Last week, Mark Feeney, from Fontaine Bros. and Tom Ryan, from D.A. Sullivan went up to the roof. They found that the gutters were clogged and water overflow spilled to the flat roof above the periodical room where it found its way in to the building. Tom Keeler, our custodian went and cleaned the roof from leaves and debris around the drains. The roofers were here last Friday, and sealed the opening. As of today, 4/8/14, we have no leaks.
- Jon Lumbra has graciously selected the Holyoke Public Library as his 2014/2015 recipient of a Rotary District Grant. Jason and Nathan put together a proposal for Jon's approval.
- Signs inside the library are scheduled to go up Tuesday, 4/8/14
- As I reported in a previous meeting, in 2014 the library will try to provide new programs and opportunities, while also continue participating in annual events like the summer reading program and other community events. The programs and events will feature resources so residents can discover new interests and hobbies, including genealogy, re-discovering Holyoke, local volunteer opportunities, financial planning, how to make your own makeup, etc. It may be learning a new language, or maybe how-to activities.

As new people come into the community, they need to know what's out there. We can showcase the resources that we have available, plus bring members of the community in. The library should be the information location for the community.

Another focus may be a return to reading physical books. The library can continue to promote programs that emphasize reading, such as poetry, inviting authors, discussion groups, story-walks, especially with young children.

Though we would like to be something for everyone, we will need to balance. We have limited staff, and budget, so we won't be able to be everything to everyone everywhere.

- I have met with Carolina Aragón, 2014 Artist-in-Residence for the National Park Service's New England National Scenic Trail (NET), who is working with Smith College students enrolled in the Landscape Studies Studio: Art & Ecology studio to design, develop and exhibit a community-based art project in collaboration with the director, faculty and students of the Holyoke Community College's CHOICES after school

program at the Peck School in Holyoke. This community outreach project is one of the components of a larger body of artistic work, which will focus on increasing our understanding and connection to the local landscape, with special attention paid to the Mt. Tom and Mt. Holyoke Range, home to the NET. The art and community outreach projects will take place in the city of Holyoke. The goal of these projects is to create a greater connection to the local landscape, especially for youth and recent immigrant groups.

The work produced for this project will be exhibited at the Holyoke Public Library. The opening for the exhibit will take place on May 1st from 4:30-6pm.

- Working with Bill Finn to provide several Mt. Tom hiking expeditions. Will meet at the library, learn about Mt. Tom and the New England National Scenic Trail, and weather permitting, go hiking.
- Marcos Marrero arranged a meeting between me and Joe Bosworth, NorthEast Sustainable Energy Association Student Design Competition Chairman. The 2013-14 NESEA Student Design Competition focused on four diverse properties and sites in Holyoke, MA, representing the four sectors (Divisions) of the NetZeroEnergy building-energy challenge in the U.S. – commercial and residential, new construction and energy-retrofit. {**Division I:** Carlos Vega Park (Residential / New Construction); **Division II:** The Parsons Paper Mill site (Commercial / New Construction); **Division III:** The Alpine 8-unit (Residential / Energy-retrofit); **Division IV:** The Riverside (Commercial / Energy-retrofit)}

The work produced for this project will be exhibited at the Holyoke Public Library. The opening for the exhibit will take place on *date and time to be determined*.

- Another exhibit coming to the library is ‘Que Viva Lyman Terrace’. An exhibit to celebrate efforts to protect one of Holyoke’s historic neighborhoods through photos and written stories, and oldest housing project in the nation.

### **Outreach/Programs**

- April 9<sup>th</sup> – HAP focus group for Library Commons project
- April 10<sup>th</sup> – NESEA Student Design Competition exhibit
- April 15<sup>th</sup> – “Lincoln Assassination” – with Christopher Daley
- April 19<sup>th</sup> – ‘Que Viva Lyman Terrace’ opening reception at 2pm.
- April 22<sup>nd</sup> – “They Danced by the Light of the Moon” – mystery writer Tempa Pagel
- April 26<sup>th</sup> – Hampden Railroad” – with Phillip Johnson
- May 1<sup>st</sup> – Smith College students and HCC’s CHOICE after School participants Mt. Tom photo exhibit Open House

### **Announcements/Reminder—**

- **Next meeting** -- Tuesday, May 13, 2014 at 4:30pm

<b>Circulation of Items OWNED by HPL</b>	<b>Jul-13</b>	<b>Aug-13</b>	<b>Sep-13</b>	<b>Oct-13</b>	<b>Nov-13</b>	<b>Dec-13</b>
Audio (Compact discs (not CD-ROMs), ca	372	332	300	128	384	397
Books	3,178	2,982	2,270	1,689	3,828	3,987
E-books*	1	0	0	0	0	1
Materials in electronic format	0	0	0	0	0	0
Miscellaneous (e.g. ebook readers, kits, fr	9	1	3	2	5	5
Video cassettes/discs/DVD	1,748	1,908	1,574	527	1,568	2,300
Volumes of Print Periodicals, Newspapers	36	30	47	12	100	53
Unknown or Pre-Cataloged	20	9	9	2	3	13
<b>Total</b>	<b>5,364</b>	<b>5,262</b>	<b>4,203</b>	<b>2,360</b>	<b>5,888</b>	<b>6,756</b>
<b><i>Our Items Circulated here and outside</i></b>						
<b>Circulation of ALL Items at HPL</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Audio (Compact discs (not CD-ROMs), ca	263	296	273	150	360	390
Books	2,474	2,247	1,619	1,410	3,461	3,693
E-books*	1	0	0	0	0	1
Materials in electronic format	4	11	14	18	13	5
Miscellaneous (e.g. ebook readers, kits, fr	10	4	12	3	10	4
Video cassettes/discs/DVD	1,679	1,806	1,501	522	1,564	2,408
Volumes of Print Periodicals, Newspapers	25	20	19	9	90	53
Unknown or Pre-Cataloged	22	12	17	2	13	13
<b>Total</b>	<b>4,478</b>	<b>4,396</b>	<b>3,455</b>	<b>2,114</b>	<b>5,511</b>	<b>6,567</b>
<b><i>ALL items circulated ONLY here</i></b>						
<b>Circulation by Patron Types</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Adult</b>	2,796	2,810	2,372	1,360	3,285	4,317
Circulation Clerk	6	38	16	3	20	8
Circulation Manager	7	42	14	9	10	8
Handicapped	1	1	1	0	0	2
ILL	7	6	16	6	10	11
Institution	7	12	14	0	16	24
<b>Juvenile</b>	843	510	369	308	1,107	1,119
<b>Senior Citizen</b>	656	710	570	379	857	893
<b>Young Adult</b>	130	199	55	49	171	158
AIC Distance Learning	0	0	0	0	0	0
Anna Maria Student	0	0	0	0	1	0
HCC Student	0	4	0	0	1	0
HCC Programs	0	0	0	0	0	0
STCC Faculty	0	0	0	0	0	1
Patrons	3	0	0	0	0	0
Adult Decertified	0	0	0	0	4	5
Juvenile Decertified	0	5	0	0	0	0
Student	4	0	0	0	24	21
Special	0	0	0	0	1	0
Temporary Adult	0	0	0	0	0	0
Branch Manager	0	0	1	0	0	0
Homebound	0	0	0	0	0	0
Local System Administrator	0	0	0	0	4	0
<b>Total</b>	<b>4,460</b>	<b>4,337</b>	<b>3,428</b>	<b>2,114</b>	<b>5,511</b>	<b>6,567</b>
<b><i>Patrons visiting HPL</i></b>						
<b>Circulation by Patron Home Library</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
AIC Shea Library	0	0	0	0	0	0
AMC Mondor-Eagen Library	0	0	0	0	1	0
Agawam Public Library	0	0	1	21	14	1
Amherst Jones Library	18	17	37	0	42	58
Belchertown Clapp Memorial Library	2	0	12	14	8	5
Bernardston Cushman Library	0	0	5	0	0	0

Chicopee Fairview Library	0	0	0	3	5	0
Chicopee Falls Library	0	0	0	0	0	0
Chicopee Main Library	85	66	80	49	156	125
Deerfield Tilton Library	12	21	6	0	3	1
East Longmeadow Public Library	1	0	0	2	37	27
Easthampton Emily Williston Memorial Lib	30	14	12	2	14	37
Florence Lilly Library	9	0	2	2	1	10
Granby Free Public Library	6	1	0	0	0	22
Greenfield Public Library	0	1	4	0	7	5
Hadley Goodwin Memorial Library	3	0	0	0	1	5
Hampden Free Public Library	0	0	0	0	0	0
HCC Library	0	4	0	0	1	0
Hatfield Public Library	0	0	0	0	1	0
Holland Public Library	0	0	0	0	12	4
<b>Holyoke Public Library</b>	<b>3,870</b>	<b>3,884</b>	<b>3,066</b>	<b>1,881</b>	<b>4,807</b>	<b>5,730</b>
Longmeadow Richard Salter Storrs Library	2	1	3	0	0	1
Ludlow Hubbard Memorial Library	0	0	0	0	0	10
Lunenburg Public Library	0	3	0	0	0	0
MA Certified Library	14	14	23	11	19	27
Monson Free Library	0	0	2	0	2	3
Montague Center Library	2	8	8	2	8	0
Northampton Forbes Library	56	31	5	6	18	35
Northfield Dickinson Memorial Library	0	0	0	0	2	0
Orange Wheeler Memorial Library	1	0	0	0	0	0
Out of State Library	0	0	0	0	1	1
Palmer Public Library	0	0	0	0	0	6
STCC Library	0	0	0	0	0	1
Shelburne Falls Arms Library	0	0	0	0	3	11
Shrewsbury Public Library	0	0	0	0	2	0
South Hadley Public Library	5	10	10	11	53	61
Southampton Edwards Public Library	16	9	12	21	25	47
Southwick Public Library	0	0	0	0	0	0
Springfield Brightwood Branch	1	0	0	0	0	0
Springfield East Forest Park Branch	3	3	0	5	3	3
Springfield East Springfield Branch	113	84	32	15	28	78
Springfield Forest Park Branch	0	5	0	0	0	6
Springfield Indian Orchard Branch	0	5	5	3	3	1
Springfield Main Library	126	83	52	15	86	69
Springfield Mason Square Branch	0	0	0	0	0	2
Springfield Pine Point Branch - Closed for	9	0	4	1	1	20
Springfield Sixteen Acres Branch	6	1	2	0	30	9
Sunderland Public Library	0	0	0	0	0	0
Turners Falls Library	0	0	0	0	12	24
Ware Young Mens Library	0	0	0	0	0	11
Warren Public Library	0	0	0	0	6	0
West Springfield Public Library	74	85	71	34	62	50
Westfield Athenaeum	8	46	1	16	37	61
Wilbraham Public Library	0	0	0	0	0	0
Williamsburg Meekins Public Library	0	0	0	0	0	0
Winchendon Beals Memorial Library	6	0	0	0	0	0
Worcester Main Library	0	0	0	0	0	0
<b>Total</b>	<b>4,478</b>	<b>4,396</b>	<b>3,455</b>	<b>2,114</b>	<b>5,511</b>	<b>6,567</b>
<b>Residents &amp; Non-Residents at HPL</b>						
<b>Items Sent to Fill Holds</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Total</b>	<b>1,010</b>	<b>969</b>	<b>924</b>	<b>290</b>	<b>713</b>	<b>705</b>
<b>Items Received to Fill Holds</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Total</b>	<b>567</b>	<b>562</b>	<b>601</b>	<b>358</b>	<b>511</b>	<b>625</b>

<b>Circulation by Owning Library</b>	<b>Jan-14</b>	<b>Feb-14</b>	<b>Mar-14</b>	<b>Apr-14</b>	<b>May-14</b>	<b>Jun-14</b>	<b>Total</b>
Audio (Compact discs (not CD-ROMs),	414	376	429				3,132
Books	4,288	4,047	5,207				31,476
E-books*	0	0	11				13
Materials in electronic format	0	0	0				0
Miscellaneous (e.g. ebook readers, kits,	6	6	0				37
Video cassettes/discs/DVD	2,277	2,129	2,346				16,377
Volumes of Print Periodicals, Newspaper	84	91	72				525
Unknown or Pre-Cataloged	13	6	16				91
<b>Total</b>	<b>7,082</b>	<b>6,655</b>	<b>8,081</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,651</b>
<b>Circulation by Circulating Library</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Audio (Compact discs (not CD-ROMs),	366	336	431				2,865
Books	3,898	3,662	4,659				27,123
E-books*	0	0	32				34
Materials in electronic format	2	14	8				89
Miscellaneous (e.g. ebook readers, kits,	9	5	0				57
Video cassettes/discs/DVD	2,321	2,293	2,537				16,631
Volumes of Print Periodicals, Newspaper	66	94	76				452
Unknown or Pre-Cataloged	16	6	18				119
<b>Total</b>	<b>6,678</b>	<b>6,410</b>	<b>7,761</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,370</b>
<b>Circulation by Patron Types</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Adult	4,637	4,334	5,017				30,928
Circulation Clerk	3	7	19				120
Circulation Manager	12	7	10				119
Handicapped	3	3	5				16
ILL	9	0	16				81
Institution	13	0	0				86
Juvenile	903	940	1,420				7,519
Senior Citizen	914	916	948				6,843
Young Adult	173	195	320				1,450
AIC Distance Learning	1	0	0				1
Anna Maria Student	0	0	0				1
HCC Student	1	0	0				6
HCC Programs	0	0	3				3
STCC Faculty	1	0	0				2
Patrons	0	0	0				3
Adult Decertified	0	0	0				9
Juvenile Decertified	0	0	1				6
Student	5	5	2				61
Special	1	1	0				3
Temporary Adult	2	0	0				2
Branch Manager	0	0	0				1
Homebound	0	2	0				2
Local System Administrator	0	0	0				4
<b>Total</b>	<b>6,678</b>	<b>6,410</b>	<b>7,761</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,266</b>
<b>Circulation by Patron Home Library</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
AIC Shea Library	1	0	0				1
AMC Mondor-Eagen Library	0	0	0				1
Agawam Public Library	23	7	16				83
Amherst Jones Library	30	38	23				263
Belchertown Clapp Memorial Library	6	41	28				116
Bernardston Cushman Library	0	0	0				5

Chicopee Fairview Library	9	2	0				19
Chicopee Falls Library	7	10	4				21
Chicopee Main Library	160	165	241				1,127
Deerfield Tilton Library	4	3	0				50
East Longmeadow Public Library	14	0	5				86
Easthampton Emily Williston Memorial L	60	44	65				278
Florence Lilly Library	34	26	29				113
Granby Free Public Library	9	18	16				72
Greenfield Public Library	5	7	5				34
Hadley Goodwin Memorial Library	12	7	1				29
Hampden Free Public Library	0	3	2				5
HCC Library	1	0	3				9
Hatfield Public Library	1	1	2				5
Holland Public Library	0	0	2				18
<b>Holyoke Public Library</b>	<b>5,651</b>	<b>5,347</b>	<b>6,451</b>				<b>40,687</b>
Longmeadow Richard Salter Storrs Libr	0	0	0				7
Ludlow Hubbard Memorial Library	22	12	15				59
Lunenburg Public Library	0	0	0				3
MA Certified Library	19	14	57				198
Monson Free Library	0	0	2				9
Montague Center Library	0	32	24				84
Northampton Forbes Library	115	47	106				419
Northfield Dickinson Memorial Library	0	0	0				2
Orange Wheeler Memorial Library	0	0	0				1
Out of State Library	0	0	0				2
Palmer Public Library	26	18	12				62
STCC Library	1	0	0				2
Shelburne Falls Arms Library	9	0	0				23
Shrewsbury Public Library	0	0	0				2
South Hadley Public Library	57	65	52				324
Southampton Edwards Public Library	40	73	75				318
Southwick Public Library	0	9	0				9
Springfield Brightwood Branch	1	1	0				3
Springfield East Forest Park Branch	5	0	11				33
Springfield East Springfield Branch	74	63	70				557
Springfield Forest Park Branch	9	39	2				61
Springfield Indian Orchard Branch	14	9	12				52
Springfield Main Library	56	44	118				649
Springfield Mason Square Branch	8	20	19				49
Springfield Pine Point Branch - Closed f	16	3	17				71
Springfield Sixteen Acres Branch	9	16	3				76
Sunderland Public Library	4	3	7				14
Turners Falls Library	0	0	0				36
Ware Young Mens Library	8	12	4				35
Warren Public Library	0	0	0				6
West Springfield Public Library	43	62	117				598
Westfield Athenaeum	113	147	141				570
Wilbraham Public Library	0	0	4				4
Williamsburg Meekins Public Library	2	0	0				2
Winchendon Beals Memorial Library	0	0	0				6
Worcester Main Library	0	2	0				2
	<b>6,678</b>	<b>6,410</b>	<b>7,761</b>				<b>47,370</b>
<b>Items Sent to Fill Holds</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
	<b>880</b>	<b>725</b>	<b>815</b>				<b>7,031</b>
<b>Items Received to Fill Holds</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Total</b>
	<b>777</b>	<b>708</b>	<b>849</b>				<b>5,558</b>

HPL minutes

## **APPENDIX C**



## Archivist's Report

8 April 2014

ecrosby@holyokelibrary.org

### Use Statistics – Research Visits and reference inquiries at the History Room

(This supplements the narrative report on History Room usage in last month's report.)

2013/2014	Jun	Jul	Aug	Sep <sup>1</sup>	Oct (closed for 3 weeks)	Nov	Dec (closed 2 wks)	Jan <sup>2</sup>	Feb <sup>3</sup>	Mar <sup>3</sup>
In-person	41	45	33	22	76	138	88	114	101	127
Email	14	20	13	12	1 (no computer)	13	6	9	8	11
Telephone	16	30	14	16	(no phones)	14	10	17	19	17
Mail	2	0	0	0	1	1	0	2	1	2
<b>Totals</b>	<b>73</b>	<b>95</b>	<b>60</b>	<b>50</b>	<b>78</b>	<b>166</b>	<b>104</b>	<b>144</b>	<b>129</b>	<b>157</b>
2012/2013- for comparison	46	N/A	N/A	N/A	N/A	38	56	77	62	91

1. Scheduled to be closed; actually open until last week of September

2. Includes guests at the History Room Open House

3. Does not include Speaker Series attendees

- There are 2-3 times as many visits to the Reading Room per month as there were last summer.
- Almost all visitors in 2014 are coming to the History Room because they have some interest in the archival collections. Visits by those just touring the building were high in October and November, but have since become rare.
- History Room income is also up (although amounts are small, in relative terms). Much of the increase is due to some sizable scanning orders.

### Events

The History Room Speaker Series continued in March and April. Amanda Rookey's talk on April 2 (on the Olmsted Brothers) attracted more than 45 people and generated some lively discussion.

### Upcoming Events

May 7: "Tom Browne-King of the Whistlers" – Tom Kass

May 21: "Looking for Judah" – David Brule. Northern Pioneer Valley writer who uncovered a fascinating secret family history and has written a book about it.

Planning for a Fall/Spring lecture series is underway. I am aiming for a total of 6 lectures during 2014-2015, which will leave space for other kinds of events (workshops, discussion groups, group visits) and activities (e.g., collections processing, the oral history project).

### Collaborations and History Room presentations

- On April 3, 15 students in a Holyoke afterschool program came to the History Room with Carolina Aragon, artist and visiting professor at Smith College, to view and draw from materials related to Mount Tom.

- A group from Loomis House will be visiting the History Room on May 12.
- I have volunteered to conduct some tours of the Library during National Library Week (April 14-18).
- I will be placing historical materials on Lyman Terrace on display to tie in with the Lyman Terrace exhibit.

### **Collection Development**

- Jeremy and I hope to move the Holyoke Street Railway and the Holyoke Cooperative Bank materials from the Springfield History Library and Archives to the History Room later this month. We will be renting a Transit-Connect. I may put out a call for 2-4 volunteers to help shift books and oversize items in the compact shelving area. Time commitment would be about 2 hours.
- We have been offered and have accepted a collection of glass plate negatives made by C.R. Wilhelm, German immigrant, mineral-water bottler, and amateur photographer. The collection includes wonderful candid photographs of Wilhelm's family, friends, and neighbors as well as unusual scenes of Holyoke. I will be rehousing the collection at the donor's home and bringing it to the Library. We hope to use Boston Public Library's digitization program to digitize these and make them available for viewing on the web. I hope to highlight the donation with a Library exhibit and opening event to thank the donor.
- We have taken in several other small donations.
- We are currently working with additional potential donors of historical materials.

### **Database**

I am working with Jose Figueroa and Jeremy Smith on the feasibility of installing a database more suitable for archival collections than the current PastPerfect database. An installation of the open source ArchivesSpace application has the potential to allow us to both organize collections and display guides to the collections and digital items (images) on the web.

### **Digital Projects**

The Digital Projects subcommittee will meet again on April 16 at 4:00 p.m. I will report on progress with regard to utilizing the BPL's digitization lab to digitize single items and photograph collections.

HPL minutes

## **APPENDIX D**

The Long Term Investment Committee has unanimously voted to recommend that the Board accept the proposal of Rockefeller & Co. to serve as money manager for the library's endowment funds.

In our review of proposals and in our interview process, the committee looked for an advisor offering preservation of capital while allowing for an income flow to cover our budget allocation. We feel that the Rockefeller plan best meets those requirements. On the bottom right of page one of the attached file, you will notice that the performance of their balanced portfolio has been very good. The section I have highlighted in yellow in the upper left emphasizes that Rockefeller's goal is to allow annual withdrawals of 5% of capital while maintaining long-term purchasing power. This would mean that we could easily withdraw necessary funds while maintaining principal.

Rockefeller's asset allocation for a balanced portfolio, which the company recommended for us, is 70% equity and 30% fixed income. Most of the equity holdings are large market capitalization stocks, such as Apple, 3M, Pfizer, UPS, and Berkshire Hathaway, as well as some large cap international stocks. The holdings also include a small portion of small cap stocks, hedge funds, and private equity. While this is the current allocation, page two shows that the exact allocation changes over time based on market conditions.

In most portfolios, 70/30 equity to fixed-income ratio would be considered aggressive rather than balanced. The committee considered this. We feel, given the large cap focus of the equity allocation, the ability to adjust allocations based on market conditions, the past performance of the portfolio, and the long-term horizon of our endowment, we can accept this allocation. If, in the future, we encounter problems with this 70/30 allocation, Rockefeller advisors would work with us to choose a more appropriate allocation.

Rockefeller & Co. has a very long history of managing capital. Their origins can be traced to 1882 when John D. Rockefeller established the foundation to manage his "financial legacy." In 1980, the foundation registered with the U.S. SEC as an investment advisor.

Rockefeller manages over \$43 billion in assets, mostly for individual clients. However, Rockefeller does not purchase individual equities for its clients. We would be buying into what is essentially a giant mutual fund. This has benefits for us in that we would not have to sit and discuss individual investment funds and, even more importantly, reconciliation of the account would take minutes instead of hours. A sample statement provided to the committee was nicely laid out and easy to read. Along with the salient performance information, a listing of all holdings is provided.

Our contact would reside in Boston and we would have access to her or another person on her staff though a dedicated telephone number, not an 800 number to an answering service. The advisors are available for quarterly face-to-face meetings and more frequent teleconferences. It was noted to us that the first year of our relationship would probably require more frequent communication.

All the investment firms made excellent presentations and any one would have been a good choice, but the committee feels that Rockefeller & Co. offered by far the best package for the library's funds. We respectfully ask that the Board accept our recommendation.

Tom Barrett

# Balanced Portfolio Summary

as of December 31, 2013

Rockefeller Asset  
Management Supplemental

## Investment Objectives

Maintain purchasing power over the long term after allowing for annual withdrawals of approximately 5% of assets

Manage a balanced portfolio on a total return basis, with no preference among dividend, interest income, and capital appreciation

## Investment Structure

Manage a diversified mix of asset classes with allocations to fixed income and equities including US and Non-US securities, as well as hedge funds and private equity

## Investment Benchmarks

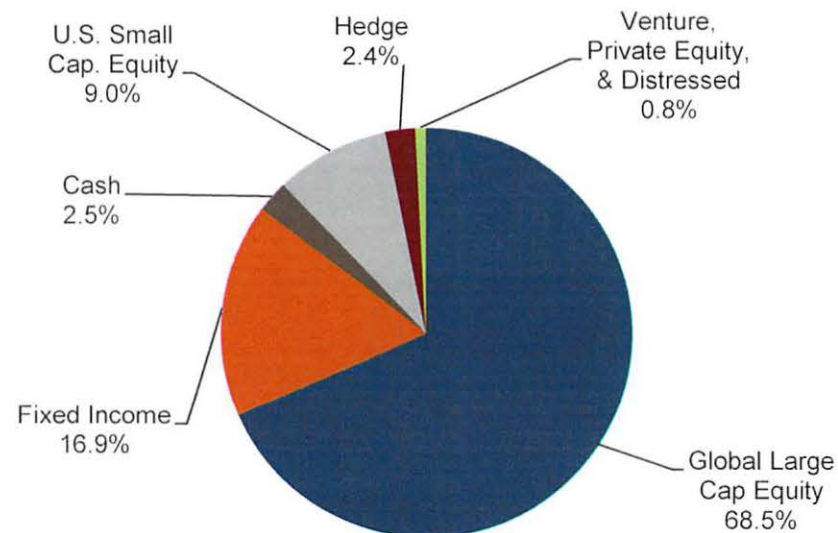
70% MSCI All Country World Index – Net Dividends/30% Barclays Capital Aggregate Bond Index<sup>4,5</sup>

Attainment of stated investment goals to be judged over rolling market cycle of three to five years

## Ten Largest Holdings of Global Equity Portion of Balanced Portfolio<sup>††</sup>

Google, Microsoft, J.P. Morgan Chase, Royal Caribbean Cruises, Novartis, Murata Manufacturing, China Mobile, Safran, Honeywell, ING Groep

## Portfolio Asset Allocation<sup>†</sup>



<sup>†</sup> The Balanced Portfolio's holdings include investments in other investment vehicles that are managed by Rockefeller & Co. Such holdings represented approximately 17.4% of the Portfolio as of December 31, 2013.

<sup>††</sup> A complete list of holdings is available upon request.

### Notes

1. The information provided is for the Rockefeller Balanced Representative Portfolio ("Balanced Portfolio") which is included in the Rockefeller Asset Management – Multi-Asset Class Strategy Composite and is supplemental information to the GIPS® Compliant Presentation for such composite.

2. The information provided is as of December 31, 2013, and may not be representative of current or future investments. The Balanced Portfolio's investments may change at any time. The Balanced Portfolio is comprised primarily of tax-exempt investors. Taxable clients would likely participate in a Balanced investing strategy through a separately managed account having a similar investment objective as the Balanced Portfolio. Future results of a comparable account may vary substantially from past performance.

3. Returns shown are time-weighted total returns in U.S. dollars and reflect receipt of dividends and interest. Periods greater than one year are annualized. Future results may vary substantially from past performance.

4. Returns of all indices do not reflect commissions or fees that would be incurred by an investor in pursuing the index return.

5. Prior to January 1, 2013, the benchmark for the Balanced Portfolio was a blend of 70% MSCI World Index – Net (MSCI World) 30% Barclays Capital Aggregate Bond Index (BCAG) from July 1, 2011 and before that was a blend of 50% S&P 500 Index (S&P 500) 20% MSCI EAFE Index – Net (MSCI EAFE) 30% BCAG. Effective January 1, 2013 and forward, the Portfolio's benchmark changed to a blend of 70% MSCI All Country World Index – Net (MSCI ACWI) 30% BCAG since that is now more representative of the Portfolio's balanced investment strategy. Annualized returns for the benchmark that include periods after and prior to January 1, 2013 reflect a time-weighted blend of 70% MSCI ACWI 30% BCAG and the historical benchmarks, as applicable. Annual returns for the benchmark reflect the performance of 70% MSCI World 30% BCAG for January 1, 2012 to December 31, 2012; the performance 70% MSCI World 30% BCAG linked to 50% S&P 500 20% MSCI EAFE 30% BCAG for the period January 1, 2011 through December 31, 2011 and the performance of 50% S&P 500 20% MSCI EAFE 30% BCAG for prior periods. Results of the MSCI ACWI, MSCI World and MSCI EAFE are presented after the deduction of certain foreign withholding taxes.

6. Rockefeller & Co. considers the information in these materials to be accurate, but does not represent that it is complete or should be relied upon as the sole basis for assessing investment performance or suitability for investment. These materials may not be distributed or reproduced without Rockefeller & Co.'s prior written consent.

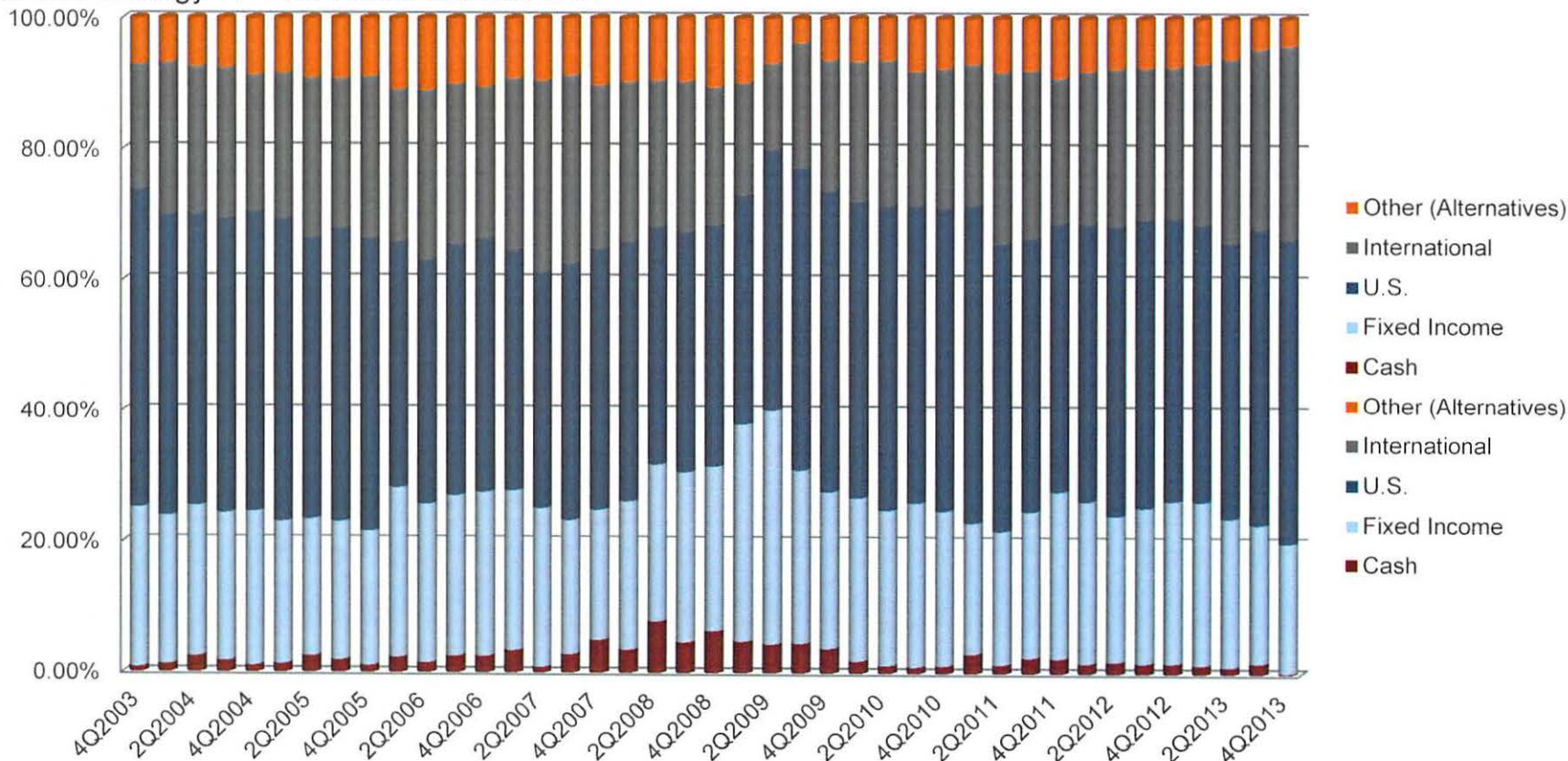
Portfolio Performance (%)	Annualized			
	1 YR	3 YRS	5 YRS	10 YRS
<b>Gross</b>	25.5	12.9	15.2	8.5
<b>Net</b>	24.4	12.0	14.2	7.6
70% MSCI All Country World Index-Net Dividends / 30% BCAG Bond Index <sup>4,5</sup>	14.9	8.5	11.6	6.1

# Balanced Portfolio 10 Year Allocation

as of December 31, 2013

Rockefeller Asset  
Management Supplemental

Balanced Strategy 10 Year Historical Allocation



\*The Balanced Portfolio's holdings include investments in other investment vehicles that are managed by Rockefeller & Co. Such holdings represented 13.4% of the Portfolio as of September 30, 2013.

- Notes:
1. All data as of December 31, 2013.
  2. The information provided is for the Rockefeller Balanced Representative Portfolio ("Balanced Portfolio") which is included in the Rockefeller Asset Management - Multi-Asset Class Strategy Composite and is supplemental information to the GIPS® Compliant Presentation for such composite.
  3. The information is as of December 31, 2013, and may not be representative of current or future investments. The Balanced Portfolio's investments may change at any time. The Balanced Portfolio is comprised primarily of tax-exempt investors. Taxable clients would likely participate in a Balanced investing strategy through a separately managed account having a similar investment objective as the Portfolio. Future results of a comparable account may vary substantially from past performance.
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