

**Chancellor Robert R Livingston
Masonic Library of Grand Lodge
2006 Annual Report**

Mission Statement

The mission of the Chancellor Robert R Livingston Masonic Library of Grand Lodge is to collect, preserve, interpret, and make available for education and research, to both members of the Fraternity and others, such materials as relate to the history, philosophy, culture, and organization of Freemasonry, in its social and historical contexts, with a special emphasis on Freemasonry in New York State.

Expansion of Access

For the past four years, the Library's primary emphasis has been on that portion of our mission statement which reads, "make available for education and research..." or, to put it simply, expansion of access to our collections. The reason for this emphasis is simple. The Trustees and staff of the Library are very familiar with the books, artifacts, and other items in our care. We work daily with unique paintings which display the beauty of Masonic symbolism. We catalogue and shelve books which are not found in many other libraries, public or private. We open a file drawer and find an essay written by an unknown Masonic scholar which sheds light on a portion of our Craft. These types of occurrences make our work at the Library exciting and fulfilling. Our goal in expanding access is to provide these types of experiences to our patrons on a regular basis. Until the spring of 2005, these "discovery experiences" were limited to our staff and on-site patrons, who might come across a catalogue card for a book which had long eluded their search, or who happened to see an artifact on display which caught their interest. With the posting of our library catalogue and the beginning of our online museum, we have now allowed patrons across the world tremendous access to the items in our care.

The online library catalogue is a project long in development. It began with the retrospective conversion of the Library's card catalogue, using the Athena© software system from Sagebrush, Inc., conducted in the summer of 2001. The conversion took our written catalogue information and entered it into a computer database, which was available to staff and visitors to our Manhattan site. Let's take a moment and examine what the conversion of a card catalogue really means.

The primary mission of any library is to organize information and to make that information accessible to its patrons. Librarians use standardized forms of cataloging to organize books, which are then shelved and stored in a systematic way which provides for ease of retrieval when the book is requested by a patron. A library cataloguer takes a given book, and assigns it several key terms which best define the contents of the book, so that patrons searching for information about a certain subject can best find the books that will fulfill their research needs. These key terms include the book's title, author, and subject headings. The subject headings are terms used in common among numerous libraries, selected so that a standardized system of information organization exists for libraries to share in common. At first glance, cataloging may seem like a simple task. But it is actually painstaking and meticulous work, as the cataloguer must select those terms which most accurately and succinctly describe the contents of a book. Think of the last book you read, and try describing it in four words or less. This is an hourly exercise for a library cataloguer. We are fortunate to have an excellent cataloguer, Georgia Hershfeld, on our staff. Ms. Hershfeld has been working with our catalogue for over ten years, and has had great success in making our catalogue one of the most thorough and comprehensive Masonic catalogues in existence.

Key terms have traditionally been written on index cards, and organized in the familiar card catalogue, which most people remember from visits to libraries. Patrons searching for books would look for entries in the card catalogue by author, title, or subject, and could request those books they found listed. Card catalogues carry with them the drawbacks of possibility of mis-filed cards, user unfamiliarity, and time commitment necessary to finding books. The process of electronic retrospective conversion, or entry of catalogue information into a computer database, greatly reduces the impact of those potential drawbacks. The time spent searching index cards for possible subject headings is reduced through the use of an electronic search engine. The frustration of not finding matching entries is minimized by the function of "near match" results, which help to guide patrons to books which possibly satisfy their research needs. The cross-referencing capabilities of the database expand the limits of patrons' study area by allowing them to review catalogue entries which relate to their initial search terms.

The expansion of access facilitated by electronic retrospective conversion has the positive result of allowing every single Freemason in the state of New York to make use of the Grand Lodge's library collection. Brothers who

have limited their Masonic reading to the Library's Reading Course list can now expand their knowledge by selecting titles that reflect their own fields of interest, perhaps by finding books they never realized were available at our Library. Circulating books can then be borrowed by sending an email or contacting the Library by telephone, signing up as a borrowing Brother, and waiting a day or two for the book to arrive by mail.

Beyond this achievement, that same library collection is now available for research to every interested person around the world who has access to the internet. Greater access to non-Masons is an important factor in the further growth of Masonic research. Many works dealing with Freemasonry include a well-meaning yet obvious bias toward the Craft, which sometimes loses site of historical accuracy or objectivity. This favorable bias can be as harmful to accurate study of Freemasonry as anti-Masonic sentiment fueled by misrepresentations or misstatements about the Craft and its history. Research conducted by non-Masons represents an important component of a fuller understanding of Freemasonry and its impact on the world. It also invites scholars with different viewpoints and areas of expertise to contribute their observations and conclusions to the corpus of Masonic research.

Many patrons have inquired as to when we will make entire books from the Library's collection available on-line. Many libraries and patrons are asking that question, and several public and university libraries are taking steps toward digitizing non-copyrighted material. However, the application of "fair use" guidelines in relation to electronic media is an issue still under consideration by the courts. Until some definite clarity is established with regard to digital books, conversion of full texts will remain a future stage in our digitization project. We expect to work closely with the Grand Lodge Education Committee and the Grand Lodge for the conversion of selected texts to be used in Masonic educational programs, making use of material without active copyright, or conversion of material copyrighted by the Grand Lodge of New York.

We anticipate great interest among our out-of-state Brothers and non-Masonic patrons as well. Not a week goes by in the Library when the staff does not gather over a book of particular beauty or rarity from our collection. We expect that non-Masons, who may be unfamiliar with the Craft and its literary heritage, will be amazed at the depth and richness of the books in our care. Although our circulation policy limits borrowing to Brothers under the jurisdiction of the Grand Lodge of the State of New York, we know that non-borrowing patrons will benefit from the information available in the catalogue, and from knowing that they can visit the Library and see the books that catch their interest.

On-Line Museum. In Spring 2005, the Library launched its on-line virtual museum, accessible through a link at www.nymasoniclibrary.org. The virtual museum opened with an initial selection of artifacts from the Library's collection, including the Cassoul-Watson letter written by Brother George Washington; a demit dated 1762 signed by Brother Paul Revere; a letter written by composer Brother Johannes Brahms; and the 1723 first edition of Anderson's Constitutions, which established the Grand Lodge of England, and codified Masonic practices and philosophies. These artifacts are examples of Masonic history, which are normally available to be viewed by an audience limited to visitors to the Library's Manhattan branch. Even then, access is limited because the artifacts cannot be exhibited without concern for the detrimental effects of sunlight, artificial light, and temperature within the Library. Now, through the virtual museum, patrons may view digital images of these artifacts whenever they like, and learn more about the artifacts by reading the data included with each posting.

The virtual museum continued to expand during 2005, as our curator, Catherine Walter, photographed and researched hundreds of artifacts from the Library's collections, and entered the information into the online museum. As the year ended, our online museum included 176 artifacts, drawing from items of varying physical composition, art forms, and historical eras to provide an accurate sampling of the overall artifact collection. The online museum also includes 228 biographical sketches of historical figures, past and present Grand Masters, prominent New York State Masons, and donor information.

The Library's virtual museum makes use of the ContentDM© software contracted through the Online Computer Library Center, and continually funded by a donation from the Fifth Manhattan Masonic District Association Endowment Fund, Inc. This software allows us to post a selection of images of an artifact, so that visitors can enjoy several different views of an object, and gain an accurate impression of the artifact. ContentDM© allows us to establish data fields and enter information relating to the composition of the artifact, biographical information of its creator, the artifact's importance in Masonic history, and donor information. The system functions as a search engine with cross references, allowing viewers to search out artifacts relating to subject, medium, or key word entries. Additionally, non-public fields allow us to use ContentDM© as a cataloging and inventory system, providing more accurate tracking of items in our care.

Visitors to the Library's website will, over time, be able to view more items from our collections than even visitors to our Manhattan and Utica sites are able to see on display. The virtual museum allows browsers to select

single items, categories of artifacts (for example, Masonic aprons or artwork), and artifacts associated with particular Masons. The data fields provide more information than is practical to display in our museum exhibit cases, providing researchers with abundant resources for their own use. The images enable viewers to enjoy the beauty of our artifacts whenever they care to see them, not limited by our open hours or visitors' schedules.

The opening of the virtual museum has already resulted in expanded visibility and use of the artifacts in the Library's care. Since the opening of the virtual museum, our website has seen nearly 200,000 hits, with over 30,000 visitors browsing our museum, library catalogue, and other pages. This expanded visibility has led to expanded contact with our patrons and researchers. Images of the artifact collection comprise the majority of illustrations in Brother Angel Millar's book *Freemasonry: A History* (2005, Thunder Bay Press). We also contributed to Brother Mark A. Tabbert's *American Freemasons: Three Centuries of Building Communities* (National Heritage Museum/New York University Press, 2005). Noted Masonic author W. Kirk McNulty visited the Library in spring 2005, and collected numerous images for his next book, anticipated in spring 2006. The History Channel selected several images from our virtual museum to include in a planned 2-hour report on Freemasonry, expected to air in spring 2006. Images from the virtual museum were included in the September 5, 2005 issue of U.S. News & World Report cover article, *Inside the Masons*.

Light the Lamp of Knowledge Program

In Spring 2005, the Trustees of the Library announced the Light the Lamp of Knowledge Program, a fundraising effort to ensure the establishment of an endowment which will allow the Library to operate independently from the interest generated. The program allows patrons to support the Library and leave a long-lasting memorial of themselves or another on the very shelves of the Library. Patrons who donate \$100.00 or more will select a book from among the 60,000 volumes in the Library's collection. That book will be adorned with a customized "Light the Lamp of Knowledge" bookplate, bearing an image customized from an old Masonic engraving, and noting the donor's name or an "In Memory of" or "In Celebration of" dedication. When all 60,000 volumes in the Library's care have received bookplates, the Library will have reached its goal of a Six Million Dollar endowment.

A large Patrons Book in the Library's Manhattan branch will be filled with the names of Light the Lamp of Knowledge donors. Donors will receive acknowledgement letters, printed with the bookplate graphic and the author, title, and call number of their chosen book. Patrons donating more than \$100.00 may select additional books, in increments of \$100.00 per book. The Library is working with the Masonic Brotherhood Foundation for the implementation of this project. We have gotten off to a good start, and expect continued growth in the coming year. Interested patrons may contact the Library by telephone for more information, or can visit our website to download a Light the Lamp of Knowledge form.

Dinner Dance

On Sunday, April 10, 2005, the Trustees of the Library presented the Library's first Journal Dinner Dance at Russo's on the Bay, Howard Beach, NY. The dinner honored M.: W.: Gary A. Henningsen, Past Grand Master, Past Grand Secretary, for his outstanding support and dedication to the Library and its mission. M.: W.: Edward R. Trosin, Grand Master of Masons in the State of New York, members of the Elected and Appointed Grand Line, Grand Lodge committee members, Brothers, friends and family were in attendance. A journal was distributed which featured a color representation of the original Masonic oil painting by Brother Angel Millar, presented to M.: W.: Henningsen at the dinner. The journal included ads from over eighty supporters. R.: W.: Barry Mallah, Library Trustee, chaired the committee which coordinated the dinner dance. We join him in expressing our deepest gratitude to all who attended or supported the journal. Our second dinner dance is set for April 15, 2007.

Other Ongoing Projects

Lodge Historical Files: The Library's Lodge Historical Files collection provides a compilation of primary source material from Masonic Lodges, past and present, from across the Grand Jurisdiction. Each Lodge has a series of file folders, organized by Lodge number, which hold meeting notices, Lodge by-laws, member biographies, photographs, and other memorabilia sent to the Library by the Lodge. Brothers visiting Masonic Hall, particularly

during the Annual Communication, spend time reviewing the contents of their Lodges' files, and familiarizing themselves with the activities of Lodges over the past two hundred twenty three years.

The organization of the information in the files is not often conducive to easy review. In 2003, the Library began the project of subdividing each Lodge's folder into three subject areas, and organizing the material within each subject area by chronological or other logical order. The end result will provide researchers with meeting notices filed and stored by decade; biographies and photographs filed in a folder separate from Lodge histories and by-laws; and a clearer, more orderly look at the material which describes the lives of our Masonic Lodges. We anticipate this project will take several years to complete.

Subject Files: The Library's collection includes thousands of folders arranged alphabetically by subjects relating to Freemasonry. These folders contain essays, articles, speeches, clippings and other entries made over the century by Library staff and contributing researchers. The subject files are great sources of information for Brethren researching a wide range of Masonic topics, as they include information which is often omitted from published works.

The Library's subject files have produced some excess duplication over the years, and include documents printed on paper that is showing signs of deterioration. In the Fall of 2002, the Library staff began the process of sorting through each folder in the subject files, removing excess copies of duplicated documents, re-copying documents in need of preservation, and adjusting the subject headings of the folders. This project will continue into the coming years.

Biographical Files: The Library maintains vertical files on individuals of significance to Masonic history and general history. These files typically contain clippings, speeches, essays, eulogies and illustrations/photographs of the historical figure. We currently have an index listing of the biographical files, but plan to reorganize and refine the file collection and enter the subjects' names into a database, which will include life dates, Masonic titles, and other pertinent information. W. Claude Horstmann has devoted hours of volunteer time toward moving this project along. We are also adding data from the biographical files to the entries relating to historically prominent Masons displayed in our online museum.

Reading Courses

Many Brothers of the jurisdiction access the Library's book collection through the twelve structured Reading Courses offered to all New York Masons. This educational program is designed to provide guidance to newly-made Masons, expand the horizons of long-time brothers, and stimulate the interests and widen the perspectives of the Brethren in general. The Reading Courses are offered free of charge; participating brothers are responsible only for the nominal fee of return postage if they participate in the Courses through the mail.

The Courses include volumes and topics which reflect contemporary theories and ideas in the Course subject areas. Modern scholarship is combined with the respected traditional works of brothers and other scholars of the Craft, so that Reading Course participants experience a full appreciation of the literature available. In true Masonic tradition, the Reading Courses offer the Brethren exposure to information, with the hope and understanding that the brothers will use the information to develop their own thoughts, ideas and practices in their area of study. During the year 2005, over three hundred fifty brothers were enrolled in the twelve Reading Courses.

The Library is always interested in hearing ideas from the Brethren regarding possible topics for new or existing courses, or in receiving feedback on the books which currently comprise the reading lists. The existing Reading Courses are:

- A. Standard Course. 11 books. A general overview of the history and philosophy of Freemasonry. An excellent starting point for new brothers, or a great "refresher" for experienced brothers.
- B. Advanced Course. 14 books. A selection of specialized materials on Masonic history, philosophy and symbolism, designed as a continuation of the Standard Course.
- C. American History Course. 11 books. A review of the roles played by Masons and Masonry in the history of the United States.

- D. Recreational Course. 9 books. An assortment of Masonic essays, fiction and light history.
- E. Warden's Course. 14 books. A guide to assist Lodge officers in preparing to enter the East. This course includes material on Masonic leadership, Lodge methods and symbolism.
- F. Public Speaking Course. 8 books. A selection of material designed to enhance public speaking and presentation skills. An excellent course to assist brothers in preparing for ritual work, or officer service.
- G. District Deputy's Course. 8 books. A collection of works on leadership, public speaking and motivation, as well as material on ritual, Masonic philosophy, jurisprudence and poetry.
- H. Royal Arch Course. 8 books. An overview of Royal Arch philosophy and symbolism.
- I. Scottish Rite Course. 10 books. A compilation of works on the history and philosophy of the Scottish Rite.
- J. Masonic Antique Collector's Course. 6 books. A guide to assist collectors of antiques related to Freemasonry.
- K. Lives of Famous Masons. 12 books. An assortment of biographies of brethren known for their accomplishments within the Fraternity and in the public realm. This course familiarizes participants with the range of men who have belonged to the Craft.
- L. Masonic Organizations. 7 books. A selection of books to familiarize brothers with the concordant bodies, the Eastern Star and the Shrine.

The Reading Courses serve as initial steps in Masonic education. Brothers are encouraged to use the books in the Courses to help them to focus their areas of interest, and to review the Library's selection of books outside the Courses to expand their knowledge and take their interests in further directions. The staff of the Library is always willing to assist brothers in taking the next steps on the path of Masonic education.

An enrollment form for the Reading Course program is found on the inside cover of this report. Brothers in good standing may also enroll by visiting our website at www.nymasoniclibrary.org, and following the instructions posted there.

Research Questions

One medium for increasing the scope of Masonic education is in the Library's participation in answering research questions from its patrons. The answers to research questions help to expand the awareness of the querents by familiarizing them with Masonry, its philosophies, its history, and the people who have been, and are, members of the Craft. Families who have a vague notion that a great grandfather was a Mason learn more about their ancestor, and about Masonry, when they write the Library and track down a Mason's history. Newly-made brothers find out about the men who belonged to their own Lodges decades or centuries ago. People who are unclear about the participation of Freemasonry in American history learn about the contributions made by the Founders of the country who belonged to the fraternity. And skeptics who believe that Freemasonry is a secret society or a cult find their misconceptions clarified when they learn about Masonic history and our contemporary actions. The Library's work with research questions is a valuable contribution to Masonic public relations and education.

In 2005, the Library answered approximately 1,500 research questions from Masonic and non-Masonic patrons. The majority of these questions arrived at the Library through e-mail, although many questions are forwarded through the Grand Lodge Registry or the office of the Grand Secretary. A tremendous percentage of the research questions dealt with genealogy; querents often ask for the Masonic records or history of an ancestor. Many of the questions deal with brothers who were Masons at a time in history when men were quiet or circumspect about their involvement with the Craft. Grandchildren remember that their grandfather went "somewhere" on Tuesday nights, but they never really understood what he was doing or what he got out of it. By asking the Library, these descendants of Masons have a new opportunity to find out about their family members, and to learn about the role of Masonry in their ancestors' lives.

The Library staff answers research questions by utilizing a number of sources. Files from the Grand Lodge Registry prior to 1900 are kept at the Library, and provide some data about members of early eras. Lodge archives often contain lists of officers or complete membership rosters, as well as publications that describe the activities and events associated with lodges. Biography files of famous Masons provide data for a percentage of querents. The archive collection which contains charters, returns, and other documents from lodges dating back to the late 1700s also provide valuable clues as to the membership, standing, and actions of New York's earliest Masons.

The research staff also uses our subject files, proceedings collections, and the Library's book collection to answer questions relating to the history and philosophy of Freemasonry. While the Library cannot perform complete research duties for querents, we can provide them with lists of possible sources for their own use, or furnish abstracts or outlines of research topics, giving querents a sense of direction or focus for their own research efforts.

The Library is also happy to assist in the research which contributes to the publication of articles in magazines, notably the regular column researched and written by R. W. Richard Bateman, Assistant Grand Secretary, for the Empire State Mason.

We continue to welcome many newly-raised Brothers who receive "research assignments" from the Masters of their Lodges. These assignments are intended to give focus to the energy and zeal new Brothers possess. This interesting new procedure adopted by some Lodges has increased attendance at the Library, and certainly expanded the horizons of the new Brothers engaged in research.

We also receive a steady stream of non-Masonic researchers, who are investigating family history, and seeking access to information on the Masonic activities of ancestors. Many genealogical researchers have little familiarity with Freemasonry or the history of Masons in the State of New York. Our time spent with genealogical researchers helps to open the doors of Freemasonry to the public, and helps us to reconnect people with their family heritage by introducing them to the Masonic family.

Collections

The Library continues to receive many research requests for material from the Edward Cusick Collection of documents relating to the history of Prince Hall Masonry and the Charles Looney Engraving Collection. Finding aides for these collections have been posted on the Library's website (www.nymasoniclibrary.org), and the results of the posting have been outstanding. Many researchers have visited the Library to study the Cusick Collection, which offers a first-hand account of events in Prince Hall Masonry in the early to mid-20th century. This collection provides an opportunity for perspective on a controversial area of Masonic history.

The Charles Looney Engraving Collection includes images of historical figures with direct connections to Freemasonry. The Looney Collection literally matches faces with historical accounts, and reminds patrons that historical figures were real people, not legendary beings. The Library receives several requests each month for scans or reproductions of images from the Looney Collection.

Acquisitions

The addition of Catherine Walter to the Library staff as Curator has led to a regular rotation of exhibitions at the Library. Our standing exhibits serve the purposes of educating the non-Masonic public about the history, philosophy and symbolism of Freemasonry, while familiarizing the Brethren with the artifacts that embody the heritage of our beloved Craft. Ms. Walter's work in cataloging and researching the artifacts in our collection allows the Library to limit its acquisitions to artifacts that fill gaps in the collection, and to exhibit those artifacts that best represent the material culture of Freemasonry in the state of New York.

The Library received donations of artifacts from: R. W. Manual Abad; Caroline B. Alff, in honor of R. W. Bernard Peitzer; W. James A. Anthony; Jack Armsby; R. W. Richard Bateman; Brother John Barral; the Grand Lodge of Belgium; R. W. Neal I. Bidnick; Elizabeth R. Bodine, in honor of W. Edson J. Weeks; Bredablick Lodge 880, New York City; Sylvia Burns; Compass Lodge 1019, New York City; Federal-Caxton Lodge 888, now Bredablick 880; A. Daniel Danoff, in loving memory of Bob Pryor; W. Dennis A. Daugherty, in honor of S. Allen Daugherty; Gerhard Dorfer; Hella Heide Dressel, in honor of Maurice M. Cohen; R. W. Melvin Eckhaus; James W. Husted-Fiat Lux Lodge 1068, New York City; the Grand Lodge of Finland; John Fitzpatrick;

R.: W.: Paul Gleason Jr., in honor of M.: W.: Lloyd S. Cochran; Humanitas Lodge 1123, New York city; Karen Kevar, in honor of Conrad Glaser and David Glaser; Charles F. Kraut; Ralph and Mary Jo Latshaw, in honor of W.: Miles M. Dawson; Manetto Lodge 1025, now Manetto Brooks Hollis Lodge 992, Hicksville, in honor of W.: Edward Christopher Rave; Ann Marenei, in honor of Leon D. DeMatteis; Robert E. Martin, in honor of Alexander Gardiner; Order of DeMolay, in honor of M.: W.: Harry Ostrov; R.: W.: Kurt Ott; Alice Pless, in honor of R.: W.: Henry Heitler; Michael A. Quatrello; National Grand Lodge of Romania; W.: Eduardo Romero; R.: W.: Gilbert Savitzky, in honor of R.: W.: Charles J. Bell; Roberta Lookatzer Silver, in honor of R.: W.: Morris Lookatzer; R.: W.: Melvin Silverman; Steppingstone Lodge 1141, Port Washington; W.: Arthur Strickler, in honor of Roland Granier; W.: Aaron R. Sussman, in honor of R.: W.: Albert H. Hunt; M.: W.: Edward R. Trosin; W.: Gareth Wilby; Jeffery C. Zepowitz.

Preservation/Conservation

The Library was the recipient of a Conservation Assessment Program (CAP) grant, awarded by the Institute of Museum and Library Services (IMLS). IMLS provides grants to museums to participate in the CAP program, which is administered by Heritage Preservation. Grants support a two-day visit by conservation professionals who review the museums' collections and environment and recommend priorities for short and long-term conservation planning. CAP awards also help museums leverage funds.

In late September 2004, Collections Assessor Barbara Moore and Architectural Assessors from Prudon & Partners spent two days visiting the Library's Manhattan branch, meeting with staff, and assessing the Library's policies, practices and collections. The CAP visit provided immediate opportunity to examine options and alternatives for improving conservation conditions in the Library, and the completed report promises to integrate easily with the Library's Strategic Plan for the coming years.

The Library used recommendations from the CAP report to apply for a Preservation Assistance Grant from the National Endowment for the Humanities, and received notice in late 2005 that we were awarded funding for an environmental monitoring and collection stabilization project. We expect to implement the project in 2006 and into 2007.

The Library continues its mission of preserving our Masonic heritage by providing appropriate storage conditions to books, pamphlets, documents and other ephemera in its collection. The staff re-shelves many fragile works in acid-free archival binders, a process that extends the life of documents printed on brittle, flaking, or ancient paper. Uncatalogued documents are stored in acid-free vertical folders or archival boxes. The supplies necessary for preservation are costly.

Personnel

The Library operates under the direction of V.: W.: Thomas M. Savini. Brother Savini oversees the day to day operations of the Library, develops and oversees the implementation of the digital conversion, coordinates purchase of new titles and acquisitions, processes incoming additions to the Library's archival and historical files, answers reference and genealogy questions from Masonic and non-Masonic patrons, and assists electronic patrons and visiting researchers and tourists at the Library's Manhattan site. Additionally, Brother Savini coordinates the Library's ongoing efforts to organize its files, archives, and artifacts collection, so that Masonic history is accessible to researchers.

Georgia Hershfeld completes her eleventh year as Library Cataloguer. Ms. Hershfeld demonstrates daily a knowledge of Freemasonry that would give wonder to many members of the Craft. Her job as cataloguer involves taking a piece of Masonic scholarship and applying subject headings which best describe the nature and scope of the book. These headings become the means by which a patron finds a particular book in the Library catalogue. Ms. Hershfeld's role is to take complex information and organize it by the most logical and comprehensive means possible so that our patrons can easily find the books which will answer their research needs. Ms. Hershfeld's hours

of research, refinement and data entry have made the Library's catalogue an invaluable tool for the Masonic researcher. We have received overwhelming positive feedback regarding the Library's online catalogue from other Masonic and non-Masonic librarians, and the credit for the catalogue belongs to Ms. Hershfeld.

Mrs. Roseann Huschle continues her position as Library Receptionist. She coordinates the circulation of loaned books, processes newly acquired and catalogued material for shelving, and welcomes and assists visitors to the Library's Manhattan site. Mrs. Huschle has developed a strong familiarity with the circulation functions of the Athena system, which now allows the tracking of circulating books through the use of a laser-scanning barcode reader.

Catherine Walter completes her second year as full-time curator. Ms. Walter brings an extensive background in anthropology and experience from work at the American Museum of Natural History, Christie's Auction House and archaeological digs to her position with the Library. Ms. Walter's first task was the reorganization and stabilization of the Manhattan branch's artifact collection. Her talent for organization showed visible results in her first months on the job, as Ms. Walter transformed the museum storage area into a more efficient and stable environment. Ms. Walter's most visible accomplishment is in the photographing and cataloging of artifacts in the Library's virtual museum. Her talent as a photographer, and her skill as a curator show in the beautiful images and detailed information available to our online visitors. Her daily additions to the online museum ensure that frequent visitors to the Library's website always have new artifacts to view and appreciate.

The Library is also grateful to our volunteers. R. : W. : William Thomas of the Sixth Masonic District of Manhattan and Shakespeare Lodge #750, New York City, is a regular research visitor to the Library, and assists whenever possible. W. : Claude Horstmann has become a regular presence in the Library's Manhattan branch, and has made great strides in organizing our biographical files. Jacob J. Deveney spent the summer of 2005 entering data from the Library's pamphlet collection into the Athena database system. The pamphlet collection includes fragments of Masonic literature, orations and speeches by Masonic notables, and under-published pieces of Masonic history from the 19th century. Mr. Deveney's work efforts will allow greater access to the pamphlet collection.

The Utica branch of the Library continues to thrive under the care of Trustee R. : W. : Charles J. Haskin. Brother Haskin reports a steady stream of visitors to the Library, particularly brothers and their families who are visiting the Masonic Care Community in Utica. The Utica branch houses several beautifully restored Masonic tracing boards, and a large collection of Masonic regalia and memorabilia. Brother Haskin and the Utica volunteers maintain regular cleaning and rotation schedules for the artifacts at Utica.

We mourn the passing of R. : W. : and Ill. Albert W. Mills, 33 degree, Assistant Curator Emeritus. Al was a constant presence in the Library's Utica branch for many years, and he put a great deal of work and a lot of love into his time at the Library.

Our thanks go forth to our volunteers at Utica:

D. Ardelle Tuckerman, Branch Secretary

Beverly White, Hostess

Dr. Hermine Williams

R. : W. : Richard Eades

R. : W. : Frederick DeLaFleur

V. : W. : Michael Berardino

V. : W. : Bruce Bradigan

W. : Norman M. McKnight

W. : Richard Hadley

Bro. Paul D'Ambrosio

Bro. Charles Burkhart

In October 2005, R. : W. : Richard Vang, Library Trustee, conducted a volunteer training day, with the intent of beginning the stabilization and conservation of artifacts stored in the Utica branch. Brother Savini and Curator Catherine Walter joined Trustees R. : W. : Haskin, R. : W. : Showalter, R. : W. : Ward, R. : W. : Van Buren,

R.: W.: Liehs, and R.: W.: Hickein to introduce established and new volunteers to procedures and practices which will ensure the conservation of the artifact collection in Utica. Different housing strategies were discussed and implemented. A generous donation from St. George's Lodge 6, Schenectady, NY, allowed for the purchase of conservation and archival supplies solely for use at our Utica site. We thank the following volunteers who participated in the training for their time and commitment:

Mrs. Ellie Hickein
Bro. John Walker Robinson
Bro. Maksim Berkovich
Bro. Lyman Nephi Christensen
W.: Norman McKnight

The Trustees of the Library passed the following amendments to our by-laws, and seek the approval of these amendments by the Grand Lodge:

Amend Article III section 5, as follows; the words in underlined will be deleted:

5. The Secretary shall keep a record of all meetings of the Board, shall issue notices of regular and special meetings, keep custody of the seal, and shall perform such other duties generally associated with that office.

The Library does not have a seal.

Amend Article IV section 4, as follows; bolded words will be added:

4. Notices of both stated and special meetings of the Board of Trustees shall be mailed, **either by U.S. Mail or Electronic Mail**, by the Secretary to each Trustee, inclusive of the Trustees ex officio, not less than five (5) days prior to the date of any such meeting and notices of special meetings shall state the business to be transacted thereat.

This will bring us in compliance with the changes to the Grand Lodge Constitutions enacted at the 2005 session of Grand Lodge.

Public Programs and Institutional Cooperation

In Autumn 2004, M.: W.: Edward R. Trosin, Grand Master of Masons in the State of New York, was contacted by Walter E. Webber, Sovereign Grand Commander of the Supreme Council, A.A.S.R., Northern Masonic Jurisdiction, who requested the loan of the Watson-Cassoul "George Washington" Letter for inclusion in a 2005 exhibition at the National Heritage Museum, Lexington, MA. M.: W.: Trosin approved the request and instructed the Library to facilitate the loan. The letter was shipped to Northeast Document Conservation Center in late 2004, for the purpose of conservation treatment prior to exhibition. The National Heritage Museum presented the exhibition *George Washington: Freemason and Founding Father* from February 19-June 12, 2005. The letter was returned to the Library in Autumn 2005 in fine form.

The Library continues its association as a member of the Metropolitan New York Library Council (METRO), the Masonic Library and Museum Association and the Special Librarians Association. These organizations provide opportunities for the Library staff to continue to develop ideas and strategies that keep pace with similar institutions, and to serve as a resource for other Masonic libraries across the world.

Acknowledgements

We are grateful for the continuing support shown by the Grand Lodge of the State of New York, the Office of the Grand Secretary, and the Trustees of the Masonic Hall and Home.

The Fifth Manhattan Masonic District Association Endowment Fund, Inc. continues to promote educational endeavors by providing generous support to ongoing Library projects, particularly making possible the hosting of our online catalogue and virtual museum. We salute the Endowment Fund and express our deepest gratitude for their

commitment to Masonic education and the Library's mission.

Additional support was received from: Masters & Past Masters Association, City Island Masonic Temple; Franklin Lodge 195, New York City; Fraternal Lodge 155, Plattsburgh; Vernon S. Goettel; Charles J. Haskin; Fred G. Hickein; Manfred Liehs, in memory of Richard Kinch; 2004-2006 Metropolitan District Deputies Association; Sven R. Mossberg; Queens Masonic Association, Inc.; 2004-2005 Masters Association, Queens Masonic District; St. George's Lodge 6, Schenectady; Sibelius Lodge 1167, New York City; Sixth Masonic District Association of Manhattan, Inc.; TAR Catering Corp.; Theresa Lodge 174, Theresa; Utica Lodge 47, Utica; Valley of Buffalo, A.A.S.R.

The Trustees and staff extend deepest gratitude to all the Brethren who supported the Library through contributions to the Masonic Brotherhood Fund. These contributions go directly to the Library's operating budget, and help us to continue our efforts to make Masonry's history and physical heritage accessible to Masons across the State of New York.

What Can Lodges Do?

Lodges can assist the Livingston Library in several ways. We rely heavily on the financial support of the Brethren through their donations to the Masonic Brotherhood Fund. The Library is one of the designees of donations on Brotherhood Fund return forms, and we ask that each Brother and Lodge in the Jurisdiction consider allocating their donations to the Library and its mission. These donations help to offset the cost of the Library's operating expenses, which include staff salaries, the purchase of new books for circulation, the acquisition of new artifact for display, and the expansion of the catalogue onto the Internet. We are aware of the difficulty facing upstate Brethren in attempting to access the Library's book collection, and the limitations distance places upon utilizing the Library's museum artifacts. We hope to end that difficulty by offering the catalogue on line, which would allow upstate Brethren the same search capacity available to visitors at the Manhattan site. The creation of the Library's on-line virtual museum will help eliminate the limitation of access created by distance. Any contributions made to the Library toward this goal will help us to close the geographic distance separating upstate Brothers from the books.

The financial realities of the time present challenges to the Library's ability to operate. We are pursuing all possible options for securing dedicated funding so that we may continue our mission and expand our services. But we need the assistance of the Brethren to continue our work as the source of Masonic information and education in this Grand Jurisdiction.

There are other ways of supporting the Library's mission. The Library has files or archives from every Lodge in the Grand Jurisdiction. Some of these files are filled with trestle boards, programs, returns, rosters, directories, photographs, and other items, which preserve the memory of events and happenings at each individual Lodge. Other files have occasional notices, and reflect little of the life of the lodge. By including the Livingston Library on your Lodge's mailing list, you ensure that the documents which track the history of your Lodge will be preserved and available for future Masons to view. Many Lodges keep archives within their own buildings; think of the Library as a "back-up" archive, where your lodge's heritage is maintained. These records also assist us in answering research questions, and help us to spread the word about the activities of your Lodge.

Volunteers are always welcome at the Library. If your Lodge is interested in spending time in assisting us in special projects, we would be grateful to accept your help. Many projects require many hands and creative ideas, and there is no better place to find these attributes than in a Masonic Lodge. Contact the director or one of the Trustees if your Lodge is interested in participating in a Library project.

Lodges can also help the Library through financial contributions. You may the Library or one of our Trustees with questions as to how your donation to the Library will be put to use. We welcome donations toward special purchases or restoration projects. We have many volumes and works of art that are in desperate need of restoration, and Lodges are welcome to contribute to these efforts. The Chancellor Robert R Livingston Masonic Library of Grand Lodge is a 501 (c) 3 non-profit corporation, which means that all donations are tax deductible.

Bequests

If you wish to make a gift to the Chancellor Robert R Livingston Masonic Library of Grand Lodge in your Will, the following texts are suitable.

1. For a gift of money:

“I give and bequeath the sum of Dollars to the CHANCELLOR ROBERT R LIVINGSTON MASONIC LIBRARY OF GRAND LODGE, a State-chartered, non-profit corporation, having its principal office at 71 West 23rd Street, New York, NY 10010-4171, for any of the purposes for which it was established.”

2. For a gift of Land or Real Property:

“I give and devise to the CHANCELLOR ROBERT R LIVINGSTON MASONIC LIBRARY OF GRAND LODGE, a State-chartered, non-profit corporation, having its principal office at 71 West 23rd Street, New York, NY 10010-4171, all that certain plot or parcel of land, (with the building thereon erected), situate at And being particularly described as follows:

3. For a gift of the Testator’s Estate:

“I give, devise and bequeath all the rest, residue and remainder of my property, both real and personal, of whatever kind and nature and wherever situate, to the CHANCELLOR ROBERT R LIVINGSTON MASONIC LIBRARY OF GRAND LODGE, a State-chartered, non-profit corporation, having its principal office at 71 West 23rd Street, New York, NY 10010-4171, for any of the purposes for which it was established.”

These are examples of gifts to the Library upon the death of the donor or testator. If a person wishes to make a gift during his or her lifetime, a “non-revocable trust agreement” is a suitable document for that purpose. At the time the trust agreement is entered into, the assets comprising the principal of the trust are transferred to the Library, but the donor continues to receive all the income from assets during his or her lifetime. For more information, please contact the Director of the Library.

While the above language is suitable and proper for most situations, we strongly recommend that you consult an attorney for assistance in drafting a Will or Trust Agreement.

Respectfully submitted,
Richard H. Eberle, *President*

John P. Deveney, <i>1st V.P.</i>	Charles J. Haskin, <i>2nd V.P.</i>		
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GRAND MASTER, DEPUTY GRAND MASTER, GRAND SECRETARY (*ex-officio*)

Thomas M. Savini, *Director*