

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 18, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, December 18, 2008, in the Central Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair
Rebecca L. Pordum, Vice Chair
Frank Gist, Secretary
Sheldon M. Berlow, Treasurer
Richard L. Berger
Jack Connors
Phyllis A. Horton
Annette A. Juncewicz
Anne M. Leary
Elaine M. Panty
Judith K. Summer
Sharon A. Thomas
Wayne D. Wisbaum

Excused: Hormoz Mansouri - ill
 Mario J. Rossetti

Chair W. Lawrence Buck called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B - Approval/Changes to the Agenda. Chair Buck entertained a motion to revise the agenda to add Resolution 2008-62 under New Business. In addition, he announced they would enter a brief executive session next. Ms. Summer moved, Ms. Panty made a second, and approval was unanimous.

Agenda Item C - Minutes of the Meeting of November 20, 2008. Minutes were moved by Ms. Summer and seconded by Ms. Panty. Approval was unanimous.

Agenda Item D - Report of the Chair. Mr. Buck convened the Board in executive session in the Joseph B. Rounds Conference Room at 4:08 p.m. for the purpose of discussing a personnel matter. Ms. Panty moved to enter executive session and was

seconded by Ms. Summer, and all trustees approved unanimously. Ms. Thomas arrived at executive session at approximately 4:12 p.m. At 4:18 p.m., upon motion by Ms. Summer and a second by Ms. Panty, the Board voted unanimously to re-enter public session, at which point members of the public as well as library staff were invited into the boardroom. Mr. Buck announced no action had been taken in executive session.

Agenda Item D.1 – Election of Nominating Committee. Mr. Buck informed trustees the Bylaws stipulate a Nominating Committee be appointed at the December meeting; the Chair nominating 2 individuals and the Board the other 3. He selected Judy Summer to head the Committee and Sharon Thomas as his second appointee. Mr. Berger proposed a slate of Jack Connors, Elaine Panty and Wayne Wisbaum. Ms. Pordum made the second. There being no discussion, the aforementioned individuals were approved as the Nominating Committee. Ms. Summer asked the individuals on the Committee to see her after the meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Committee convened on December 11th at the Central Library. Trustees Buck, Horton, Berger, Thomas, Panty and Summer were present, as was Bridget Quinn-Carey, Mary Jean Jakubowski, Kenneth Stone and Stanton Hudson. The Committee reviewed the agenda for the December 18th Board meeting including proposed resolutions and Bylaw amendments. Ms. Quinn-Carey gave an update of the North Park Library situation and would provide more news later in the meeting stating there was optimism regarding moving forward with the City on this issue. An update on the RFID process was discussed; the application has been formally submitted to the Control Board, after review and approval from the County Executive and County Budget Office. The County Legislature approved a resolution of support at their December 4th meeting and we are awaiting confirmation when our application will appear on the agenda.

Mr. Buck excused the staff present, with the exception of Ms. Quinn-Carey, to review the results of the Board's review of Ms. Quinn-Carey's performance.

In addition, the Executive Committee reviewed the draft schedule of 2009 meeting dates and locations, and recommended holding the September 2009 meeting at the Grand Island Memorial Library. The consensus of the Committee was to have 3 meetings at alternate locations as several other board-related committee meetings would be held in locations other than Central.

The Executive Committee adjourned at 5:15 p.m.

Agenda Item E.2 – Budget and Finance Committee. Mr. Berger asked Mr. Stone to brief the Board on action items.

Agenda Item E.2.a – Adoption of 2009 Budget. This resolution presented the Library's 2009 Budget for consideration and adoption. Deputy Director Stone explained the packet goes over the strategy employed to provide a 2009 Budget that preserves the open hours established and services provided with the money the County gave us even though they were not in a position to give it to us again this year. The budget does include a reduction of 1.6 million dollars in support from Erie County. Mr. Stone updated trustees on the Governor's recently released budget and how this may affect our budget. He reiterated our main strategies are a combination of controlled management of hiring, prudent use of our fund balance, which was supplemented by the fact we did not move forward with the Library Express initiatives this year, and proceeding with efficiency initiatives employing use of Radio Frequency Identification (RFID) to streamline our entire process of moving library materials.

Trustee Juncewicz arrived at approximately 4:22 p.m.

Trustee Gist inquired if there was a "Plan B" in case attrition does not work. Mr. Stone explained he believes we have enough to get us through 2009 remarking if attrition is not doing as well as hoped, it will limit how much funding we have available for 2010. He reminded trustees that both in our public testimony and our advocacy with County officials, we said we realized how tough times were and came up with a plan, but explained we may really need their help in 2010.

Trustee Wisbaum arrived at approximately 4:28 p.m.

Mr. Stone answered questions regarding the fund balance per Trustee Berlow's inquiry.

Ms. Pordum moved for approval and was seconded by Ms. Horton. The 2009 budget was adopted unanimously as presented.

RESOLUTION 2008-57

WHEREAS, in adopting the 2009 Budget, Erie County and its public library system turned a corner, using a County Legislature approved \$1,600,000 increase in funding, the Library implemented focused service restorations aimed toward making our leaner library system more responsive and more effective, providing the most value for our customers in meeting their diverse needs, and

WHEREAS, the Library used those funds to expand hours of public access and library services yielding positive results: Year-to-date circulation through November has risen 6%, while year-to-date public access computer use has soared more than 52% across the System (up 36% among suburban contracting libraries, 77% at the Central Library and a staggering 63% increase among Buffalo branch libraries), and

WHEREAS, this reinforces both the continuing need for basic library services; the nationally documented trend of increasing library use as economic conditions worsen; and the continuing importance of the Library in bridging the “digital divide,” and

WHEREAS, what is shaping up as the most serious economic downturn since the great depression is significantly boosting demand for library services at the same time state and county resources available to support library operations are reduced, and

WHEREAS, these conditions contributed to a reduction of county support of \$1.6 million in the County’s 2009 adopted budget as well as a preliminary estimated reduction in New York State aid of \$0.36 million (operating budget) and \$0.11 million (grants) over the 2008 original adopted budget, and

WHEREAS, while reductions of this magnitude cannot be offset indefinitely, the Library’s financial position is sound, providing sufficient projected available fund balance to allow implementing a logical financial and service restructuring plan to address these reductions while continuing to address key initiatives and maintaining quality library services throughout the entire Library System, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2009 *Budget*, utilizing the following sources to provide library services in 2009:

\$22,171,833 – Property Tax for Library Purposes
\$ 0 – Erie County Interfund Revenue Subsidy
\$ 2,023,834 – New York State Aid – Operating Budget
\$ 1,344,583 – Use of Fund Balance
\$ 1,162,191 – Library Fines, Fees and Other Revenue
\$26,702,441 – Total Operating Budget

\$ 612,844 – Library Grants Budget

\$27,315,285 – Combined Operating and Grants Budget, and be it further

RESOLVED, that the budget documents and schedules be promptly posted on the Library’s website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

Agenda Item E.2.b – Implement Contract Library Extensions. This resolution simply implements the contracting library contract extension provision. Mr. Stone explained to save time, an automatic extension was built into the contracting libraries 2008 contracts. The extension will remain in effect until a new contract is in place with a

deadline of July 31, 2009. This will give the state enough time to figure out what they are doing and we can then incorporate anything needed at that time. Ms. Summer moved for approval. Ms. Panty seconded. Approval was unanimous.

PROPOSED RESOLUTION 2008-58

WHEREAS, on June 19, 2008 the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2008-26 which authorized executing 2008 contracting library contracts, and

WHEREAS, the resolution and the resulting 2008 contracts incorporated a provision to extend the 2008 contract into 2009 thus avoiding the November-December rush to extend contracts given recent years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time , and

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo and Erie County Public Library constitute over 90% of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2008 allocation was not confirmed until December, and New York State's allocation will not likely be known before April 2009, and

WHEREAS, this makes it difficult for the Buffalo and Erie County Public Library and the contracting libraries to develop, consider and approve a full contract prior to the beginning of the 2009 fiscal year on January 1, 2009, and

WHEREAS, the contract extension provision provides for allocations based upon the 2009 requested budget amount as may be amended by the Board until such time as a final 2009 contract is adopted, not to exceed July 31, 2009, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes implementing the 2008 contract extension as described above, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending October 31, 2008 was presented for information. Mr. Stone reported we are doing fine, controlling costs in labor and turnover.

Mr. Buck left at approximately 4:35 p.m.; he wished everyone happy holidays and turned the meeting over to Vice Chair Pordum.

Agenda Item E.3 – Bylaws Committee.

Agenda Item E.3.a – Amend B&ECPL Bylaws. Phyllis Horton, Chair of the Bylaws Committee, explained Resolution 2008-59 was introduced in public session November 20, 2008 and, according to the Bylaws, is to be voted upon at this meeting. She reminded trustees we are relocating 3 sections from one to another. Ms. Thomas motioned, Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2008-59

WHEREAS, the Board’s Bylaws Committee has completed its review of the current Bylaws, and

WHEREAS, copies of proposed amendments were provided for the Board’s consideration at a public meeting, November 20, 2008, and

WHEREAS, all proposed changes have been reviewed and approved by B&ECPL legal counsel, and

WHEREAS, due notification was given to the Board of Trustees as required by the current Bylaws, indicating that said Bylaws were subject to amendment at the November 20, 2008 meeting of the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopt the proposed Bylaws of the Buffalo and Erie County Public Library to supersede and replace the prevailing Bylaws, last amended, November 16, 2006.

Agenda Item F – Report of the Director. Director Quinn-Carey discussed a few highlights from the very large report everyone received prior to the meeting. She updated trustees on the RFID proposal stating it is with the Control Board and hopes it will be on the agenda by either the end of the year or the beginning of January. In response to Mr. Gist’s question about a “Plan B”, she agreed we do need an alternate plan in case this does not get fully funded or get approved. She explained we do have ideas and contingency plans; these will be discussed further at the Deputies meeting on December 22nd, specifically options they can bring to the Board should this not pan out. She acknowledged 2009 is going to be a very full, interesting year, with many issues to deal with both financially, with the RFID project, and with departmental re-organizations. We will be looking at how RFID impacts what we do, where we do it and how it happens. She added, with attrition, every opening creates another discussion on how staffing is arranged. Knowing this may be a potentially disconcerting process for staff, she announced we will be scheduling monthly meetings

to open up to staff members to provide an opportunity to talk to administration and supervisors about what is going on in the library. The goal is to maintain morale and let people have a role in shaping what the future will be at the library. She updated trustees that both she and Mary Jean Jakubowski will be scheduling meetings with each of our contracting member libraries to talk about their staffing plans. Everything will be on the table to discuss at these meetings and they have been very receptive to this.

Regarding the literacy initiative, she reported the breakfast hosted by the Foundation, County, City and Library was a great success. They have had regular feedback from those that attended and have had some good ideas they feel may be able to be implemented early in 2009 regarding adult literacy initiatives. She thanked those that were able to attend and for their support in moving this forward. A meeting with Deputy Mayor Donna Brown has been scheduled to discuss the City's participation in this.

Ms. Quinn-Carey was happy to announce the official grand opening of the Teen Room was December 11th stating we received nice press and the Teen Room was also written up in the *NeXt* section of the *Buffalo News*. Get Graphic, our 2 year initiative for family literacy focusing on graphic novels and encouraging more teens to come in, has started to explode as far as its national recognition. Libraries all over the county have been calling the staff who have been working on this and she thanked them.

Ms. Quinn-Carey invited trustees to our last WBFO Meet the Author Lunchtime Library series event December 19th at noon.

In closing, Ms. Quinn-Carey remarked that although she has not been here an entire year, she feels this has been a great year stating we have a wonderful, dedicated, loyal, committed and excited staff. She is excited about next year and all the things we hope to get done.

Trustee Berlow commented he is very happy to see all the kids in here because of the Teen Room, but recommends we establish some type of decorum in a positive manner. He feels library users may be intimidated by large, loud groups of teens. Ms. Quinn-Carey stated it has been much more successful than we anticipated, which is good news, but forced some of the issues he mentioned. She stated we are learning as we go and are implementing new ideas; our guards and public staff are receiving training and we are looking at staffing levels within the room and outside the room.

In terms of the literacy initiative, Deputy Director Stanton Hudson reported he is working with the Friends of the Library on the funding piece in terms of a strategy in which to fund what we are planning on doing in 2009 and beyond. He is pleased to report the Library Foundation is back at the Central Library and Carol Halter, who is working on special events for the library, is working on day-to-day administrative

affairs for the Foundation. At the request of the Foundation, she put together a letter they will be sending out to Grosvenor Society members. They are coordinating this not to conflict with the annual fund mailing. Mr. Hudson updated trustees on the annual appeal, explaining they are going to be doing some prospecting, a relatively inexpensive way to bring in some new donors. He reported there was a major study done earlier this year, which said people who are most likely to support libraries, are not people who are patrons of libraries. The mailing will be to approximately 70,000 households in Erie County. Mr. Hudson informed trustees that at their place was a copy of the letter that will be going out, and encouraged trustees to return it. He pointed out they already have over \$3,000 in hand from people who used last year's letter in order to send us money this year.

On another note, Mr. Hudson was happy to announce they were informed a bequest has come into the Library Foundation. They do not know all the details at this point, but it looks like it will be a \$10,000 to \$15,000 bequest.

Ms. Quinn-Carey commended Paula Sandy and her staff for putting together our new staff e-newsletter. She feels it is a great initiative as well as something new for us.

Mr. Berlow complimented Stanton Hudson and his efforts. Ms. Summer complimented Paula Sandy for the great publicity the library has been receiving since she has been here. Mr. Wisbaum expressed his thanks for the cooperation between the Library and the Library Foundation, which he feels has never been better through the joint efforts of our new director and Mr. Hudson. He invited trustees to stop and meet the Foundation's new administrative assistant, Carol Halter, and shared many kind words about her. Carol Halter arrived at the meeting, and Mr. Wisbaum introduced her. Mr. Wisbaum thanked everyone for their support.

Ms. Pordum stressed how important it is to have full participation by the Board in the annual appeal. She feels it is vital to be able to say we have 100% Board participation when we go out to ask for monies from other donors. Mr. Wisbaum did state the amount of the donation is solely up to each trustee; he said not to give until it hurts, but to give until it feels good. The important aspect is full participation, not how much is contributed.

The following was submitted by the Director and transmitted to Board members prior to the meeting.

Report of the Director December 18, 2008

Many thanks to all the System, rural and suburban library trustees who have attended programs, budget hearings and events recently. Your time and efforts are sincerely appreciated.

As we approach the end of our fiscal and calendar year, I have started to compile a list of the accomplishments and major initiatives of 2008. It has been a very busy and productive year, marked by numerous collaborative endeavors and planning for the future. I will share the list at our January meeting.

I am very pleased to report that the North Park Branch Library situation is moving forward with the City. Mayor Brown has made this a priority and I hope to have news about a temporary location very soon. The Mayor also expressed his willingness to start discussions regarding a long-term solution, including a new facility for North Buffalo.

The RFID (Radio Frequency Identification) efficiency grant application has been sent to the Erie County Fiscal Stability Authority. The Erie County Legislature passed a resolution of support of the application in early December, and the County Executive's office reviewed the application before the County Budget Director forwarded the application to the Control Board. We look forward to hearing from the Control Board and will send notice to the Library System Board of Trustees when we have any news.

The Literacy Breakfast held on December 4, 2008 was a great success. Thank you to the Foundation for underwriting the event and coordinating the breakfast. The speaker from the Queens Library, Judy Trupin, was inspiring and a wealth of information. We have already heard from a number of attendees regarding potential collaborative endeavors and hope to have a full plan ready within the next few weeks.

In 2009, we will be scheduling frequent and regularly scheduled staff meetings to ensure that our employees and coworkers are fully informed about the System's initiatives and projects, and have an opportunity to provide input regarding system-wide initiatives and major projects.

I attended the New York State Senate Democrats public forum on December 9th to make a case for library funding. The text of my testimony can be found on our website.

The detailed reports that follow will provide a full picture of the activities and accomplishments of this great library system. Best wishes for an enjoyable holiday season and very Happy New Year.

Report of the Chief Operating Officer

Monthly highlights are as follows:

Downloadable Services Expanded: On November 6, 2008 the B&ECPL expanded its digital media service to include video and MP3 (iPod compatible) audiobooks. Although the products were released with a 'soft' opening (no major publicity campaign), the downloads were featured prominently on the Library's home page and print publicity was distributed to all libraries. During the November 6th to November 30th time period, 350 videos were downloaded. In addition, 389 MP3-compatible audiobooks were checked out from a nominal starter collection of approximately 200 titles. We anticipate this remote service will increase in popularity as more library users become familiar with the downloadable collections.

"Taking Control of Your Workday:" Librarians **Maureen McLaughlin, Jennifer Childs** and **Meg Cheman** presented a session entitled "Taking Control of Your Workday" at the November 12th Managers meeting. Time management strategies and tips learned at a Skillpath Seminar "Managing Multiple Projects, Objectives and Deadlines" were shared. Stephen Covey's "Four Quadrants" was also discussed as a useful technique to map the way we make use of our time .

E-Rate Workshop: On November 7th I attended a New York State Education Department 2008 e-Rate workshop at Erie 1 BOCES. Although I was familiar with the e-Rate technology funding program which is designed to promote connectivity, this workshop detailed the intricacies and requirements of the program. Key elements included the filing process, deadlines, the competitive bidding requirements and relationship to the Library's Technology Plan.

Database Committee: The first meeting of the System working group on database selection, de-selection, promotion and training met on November 25th. Members include Librarians **Mary Lou Kinyon** (AUD), **Kevin Wall** (BST), **Pat Covley** (City Branches), **Linda Rizzo** (CLA), **Angela Pierpaoli** (HSS), **Kristine Sutton** (NEW) and Central Library Administrator, **Peggy Skotnicki**, Chair.

Rare Book Room: A new exhibit this month in the Grosvenor Rare Book Display Room is "Movable Books: Revealing Unexpected Delight", an exhibit of pop-up/mechanical books sure to please all ages for the holiday season. An article about the exhibit appeared in *BuffaloRising.com* on November 30th.

Amy Vilz installed the "Celebrating Thanksgiving" exhibit now on display in the Gluck case outside the Rare Book Room.

On November 18th, **Peter Scheck** gave a tour of the Mark Twain Room to 20 enthusiastic Allendale 5th graders who then joined **Amy Pickard** and **Amy Vilz** in the Rare Book Display Room to see the mechanical book display.

On November 19th, for the Business First Corporate CEO's dinner event, **Elaine Barone** with **Peter Scheck**, **Amy Vilz** and **Amy Pickard** presented several Rare Book Room treasures in the Grosvenor Room, the story of Mark Twain, the manuscript in the Mark Twain Room and the mechanical books on exhibit in the Rare Book Display Room.

Amy Pickard presented the First, Second, Third and Fourth Shakespeare Folios, along with Ben Johnson's Works to Professor Catherine Prion-Sarata and her 10 students studying Shakespeare this semester at Erie Community College on November 24th.

Get Graphic: Writer and cartoonist Trina Robbins presented "Wonder Women: Gender and Comics" on November 15th in the Ring of Knowledge. Robbins is an influential "Herstorian" who played a major role in the underground comics' scene as it was emerging in the 1960's and 1970's. She presented a fascinating look at the growth and evolution of female artists and writers through the years.

Get Graphic was acknowledged on December 3rd in *School Library Journal Online*. The Get Graphic website was featured, probably after noted graphic novelist Gene Yang referred to the Get Graphic program during his presentation at the YALSA Young Adult Literature Symposium in Nashville, Tennessee in early November. He stated that the Get Graphic program was the "best he had seen." Mr. Yang visited the B&ECPL during July, speaking to an enthusiastic audience in the auditorium and presenting a workshop to budding young graphic novelists.

As a result of the *SLJ Online* feature, the library has been receiving email and phone requests from publishers and librarians. A request was made for Get Graphic staff to give a presentation at the Oregon Association of School Librarians Annual Conference in October.

Programs: Librarian **Tim Galvin** conducted a Central Library tour for 15 students from the Buffalo Academy of Science Charter School on November 10th. Librarian **Kevin Wall** conducted a seminar on funding and marketing research resources for the administrative staff of WNY Grantmakers on November 13th. He covered the Foundation Center database as well as Ref USA, Mergent Online, Business and Company Resource Center, and MasterFile Premier. Noted children's author/illustrator, Tedd Arnold, visited the Central Library on November 21st. Over 400 people, including children from pre-K to 6th grade, were captivated by his drawings and humorous talk about children's publishing and the stories behind his books. Various programs by the Children's Room staff were conducted in several City

Branches. F.R.E.E. Time, the Thursday evening family program, continues to be popular - 59 people attended 2 sessions in November.

On November 6th, kindergarten classes of 48 students from Enterprise Charter School made their monthly visit to the Central Library. On November 18th, the Allendale School enjoyed a library tour. On the evening of November 13th, a troop of Cub Scouts and their leaders were given a behind-the-scenes look at the Central Library. After the tour, several scouts registered for their first library cards. Five *Branched Out* Museum of Science programs were conducted at the Central Library on Saturdays and averaged 15 children per session. Librarian **Kathy Goodrich** conducted Lapsit programs at the "YMCA at Family Court" on November 3rd and November 10th. **Ms. Goodrich** also visited School #84 (Erie County Health Center for Children) to participate in National Young Readers Day on November 14th, reading aloud to the students. On November 12th, staff in the Grosvenor Room provided an in-depth tour of its collections to 16 Medaille College students and their professors. A tour of the Central Library followed. Librarians **Robert Skomra** and **Robert Alessi** conducted tours for 35 students and 3 instructors from the Buffalo Academy of Science Charter School on November 7th. Reader's Choice was the theme of the November 30th *Sundays at Central* poetry series event. Librarian **Kathy Galvin** led the November meeting of the Central Library's *Literally Speaking* group where the discussion of Cormac McCarthy's *The Road*, was so good that the prepared questions were never used.

Meetings/Conferences: Librarians **Kathy Goodrich, Nancy Mueller, Peggy Skotnicki, Maureen McLaughlin** and **Peggy Errington** attended the Annual NYLA Conference in Saratoga Springs. **Nancy Mueller** attended an Erie County Records Commission meeting on November 12th. **Elaine Barone, Nancy Mueller** and **Peggy Skotnicki** visited the Mississauga Library System's Central Library on November 14th. It was an excellent opportunity to see and discuss other models for customer service and reference services. Library Director **Bridget Quinn-Carey**, COO **Mary Jean Jakubowski**, and Librarians **Peggy Skotnicki, Elaine Barone** and **Nancy Mueller** visited the Carnegie Library of Pittsburgh on December 2nd and 3rd. Staff at the Pittsburgh Central Library graciously opened their doors and shared information on service points, cross training, customer service and much more. Librarian **Dan Caufield** attended a Straight Talk Planning meeting on November 18th. Librarian **Timothy Galvin** attended the first meeting of Committee for Health Information Access (CHIA) at WNYLRC on November 14th. Librarian **Renee Masters** was named chair of the committee that will develop an institute with a certificate for consumer health information. The Youth Services Group met on November 19th at the Audubon Library. Youth services staff from throughout the System shared Lapsit, Toddler and Wee Read program ideas, viewed a BookFlix demonstration and exchanged craft ideas. Librarian **Mary Schiffhauer** and Library Associate **Ros Damico** presented a 1 hour session on ILLiad implementation at the WNYLRC ILL Day on November 21st. Many in the audience had either migrated to the program or were in the process of migrating.

Librarians **Nancy Mueller** and **Rob Alessi** also attended. Librarians **Kerri Thomas** and **Hadeen Stokes** attended the Western New York Reference Services Forum on November 7th at Medaille College. On November 10th, Librarians **Amy Vilz** and **Amy Pickard** attended the Dr. Sidney Berger Lecture: "So you want to be a Rare Books Librarian in the Digital Age" at the UB Department of Library and Information Studies. Librarian **Amy Pickard** attended Preservation Institute's "Print Photographs & Identification" at WNYLRC on November 13th. Gary Albright, Paper and Photographic Conservation and Preservation Consultant, presented the history and identification of print processes in this workshop. YA Librarian **Britt White** attended YALSA's first Young Adult Literature Symposium in Nashville, Tennessee. The topic was "How We Read Now." Assistant Deputy Director **Carol Batt** attended Serials Solutions Demonstration of 360 Search, Link, and Marc Updates by Jeffrey Riedel, Account Executive, November 10th, the B&ECPL Managers meeting November 12th at the Merriweather Library and the Town of Tonawanda Library Advisory Committee November 19th. Librarian **Maureen McLaughlin** attended Serials Solutions Demonstration of 360 Search, Link, and Marc Updates by Jeffrey Riedel, Account Executive, November 10th and the WNYLRC Regional Automation Committee at Niagara University November 14th. Librarian **Peggy Errington** attended the B&ECPL Managers meeting November 12th at the Merriweather Library and participated in the November 20th SILS Student Ethics in Libraries interview. Librarian **Kelly Donovan** attended the Serials Solutions Demonstration of 360 Search, Link, and Marc Updates by Jeffrey Riedel, Account Executive, November 10th and the B&ECPL Managers meeting November 12th at the Merriweather Library. Librarian **Kathy Smith** also attended the November 12th Managers meeting at the Merriweather Library.

This writer participated in the following meetings and conferences:

- 11/4 StoryTubes Committee
- 11/6 Meeting with Brown & Brown Insurance
- 11/6 Serials Solutions Webinar
- 11/8 ACT - Hamburg Public Library
- 11/10 Serial Solutions representatives
- 11/12 Managers/Directors meeting - Frank E. Merriweather Branch
- 11/12 Erie County Legislature Public Budget Hearing
- 11/12 Librarians Association negotiations
- 11/13 Attended Business First's '40 Under Forty' event
- 11/19 Town of Tonawanda Library Advisory Committee meeting
- 11/20 StoryTubes Committee
- 11/26 WNYLRC

Attended Deputies and Administration meetings throughout the month. Also met with various parties regarding 403(b)/457 programs.

Report of the Chief Financial Officer

North Park Branch Update: The City has nearly completed work on a temporary space lease which, subsequent to positive action by the Common Council and City Control Board, would allow the Library to resume service in the North Buffalo area by spring 2009.

City Branch State Construction Grant Projects Move Forward: Chip Campbell and Mark Kross have worked closely with City Department of Public Works staff to move forward on a number of projects. Crane Library roof work is nearly complete, with final reflective coating to be applied when weather permits. Reconstruction of the front entry stairs at the Niagara Branch has begun, with completion by the end of December, again dependent on the weather. City staff is in the process of specification design prior to bidding out East Delavan window replacement. The purchase order to replace the 2 boilers and 3 air handlers at the Riverside Library has been issued and equipment is on order.

2009 Erie County Operating Budget Adopted: On December 9th the Erie County Legislature voted to override County Executive budget vetoes and finalized their changes to the County's 2009 budget. The budget addresses a significant fall off in sales tax revenue growth and increased mandated social service costs directly related to the financial and economic downturn in the U.S. and many other countries. As reported previously, the budget does not continue the \$1.6 million service restoration funding approved by the County Legislature in 2008. Changes approved by the County Legislature made a number of reductions to the County Executive's recommended budget but did not change the Library's allocation. The legislature did shift funds to level out reductions to cultural institutions to the 5% cut level. Legal concerns regarding the status of some of the budget changes adopted by the legislature has been raised by the County Executive, so the final impact on the 2009 budget is not yet resolved. However, none of these changes impact the Library budget.

Two-year Plan to Address the \$1.6 Million 2009 Budget Reduction: Fortunately the Library's financial position is sound, with sufficient projected available fund balance to allow implementing a logical financial plan to address the proposed reduction while continuing to address key initiatives and maintaining quality library services throughout the entire Library System.

This plan includes the following initiatives and adjustments:

1. Converting our existing materials handling, inventory, circulation and security system operations to a much more efficient RFID (Radio Frequency Identification) based system in phases over the next several years. The first phase would convert 51% of the Library's collection housed in the Central, Buffalo branch and Amherst Libraries

using funds from an Erie County Fiscal Stability Authority (ECFSA) efficiency grant, which would provide the opportunity to use technology to improve public service and achieve staffing savings realized as attrition occurs. Pursuant to Executive Committee adopted Resolution 2008-54, the application was developed; County administration support obtained; a County Legislature resolution of support was adopted December 4th; and the application for a \$1.7 million grant has been submitted for ECFSA review. Once implemented, the grant funded project phase would generate recurring savings estimated at over \$500,000 per year.

2. Adjusting expense projections to reflect changed circumstances since the 2009 budget request was submitted. These include lowering expense projections for retirement and health insurance expense to reflect lower projected usage and rates not available at the time the budget request was prepared; lowering utility cost estimates to reflect the significant decline in energy demand and prices resulting from reduced economic activity and lowering other operating cost estimates to reflect lower anticipated price changes.

3. Adjusting revenue projections to further reduce anticipated state aid recognizing the worsening economic downturn's impact on state revenue.

4. Reducing staff positions system-wide over 2 years by attrition; reallocating and redeploying staff to turnover generated vacancies which will also increase turnover savings.

5. Conducting a system-wide staffing evaluation and assessment; leading the way to developing models for sharing staff resources, and thereby easing the transitions caused by attrition-based staffing reductions.

6. Enlisting the assistance of contracting library directors and ACT (Association of Contracting Libraries Boards of Trustees) board members, branch managers, administrators and department heads to restructure our organization; seek alternate revenue streams; and rethink the way in which we provide services and handle internal administrative responsibilities.

7. Using the unencumbered fund balance in excess of the 5% threshold for contingency to help cover the costs of services and staff during the transition.

Barring significant additional reductions, these actions will enable the Library to maintain open hours and service levels at all of our locations as we restructure while avoiding "out-the-door" layoffs. This approach positions the Library well to make the case for future support from the legislature and the County Executive as additional help will be needed in 2010 and beyond.

A schedule of recommended budget balancing changes by account will be presented for Library Board review and action at the December meeting.

Library Shipping Activity Remains High in Concert with Library Use: Through October, a year-to-date total of 78,644 boxes of library materials/supplies were shipped between facilities, a 13.6 percent increase over the same period in 2007. This reflects the

continuing success of the Library's service restorations combined with increased patron demand for the use of free library material in the face of a worsening economic downturn. Increased cost consciousness makes a patron's ability to have requested material sent to the library nearest their home or work even more attractive.

These figures parallel the overall trend of increased use at area libraries as system-wide year-to-date circulation as of October was up 5.8%. Computer use through October was up a whopping 52.4% over the prior year period.

Report of the Network Manager

Branch Server Replacement Project: The deployment of the 29 branch replacement servers has begun and **Dave Kozlowski** from Network Support has already completed 6 branches while the Shipping Department, lead by **Rich Pirie**, has exceedingly delivered the prepared servers to 18 branches to date.

The server replacement encompasses a complicated set of computer task executions with minimal downtime for public access computer use. By design, the newly installed server cannot become fully functional until the next day; however, Network Support provided a temporary solution to correct the issue. The new servers will provide greater data reliability and data integrity. The newly installed servers have already made the Network Support team more efficient while providing technical support to the branches. Moreover, requested server support calls related to the age of the servers have been eliminated for those branches with the new servers. The project continues.

TechAtlas Inventory: The Network Support team has completed the TechAtlas Inventory of all the public access computers purchased with the Online Opportunities Hardware Grant - Phase I, provided by the Gates Foundation. The 11 member libraries have received 153 computers through the fund. Most of these libraries had their old public access computers replaced and a few libraries were able to receive additional computers in addition to the replacements.

Sirsi Clean-up Continues: The Sirsi Unicorn system "clean-up" effort that began in June continues. Sirsi's consultant is continuing her work on the clean-up. The involvement and hard work of **Carol Batt** and her team in the process has been immeasurably beneficial to this very complicated project. **Roseann Hausrath** from Network Support has removed about 70,000 Central branch discards from the ILS database. **Johnny Hsu** and **Roseann Hausrath** are working closely on removing the report jobs that are related to the closed libraries.

Data Network Cabling Infrastructure Upgrade: Data cabling has been completed at 11 branches with a total of 27 data drops added to libraries' LANs (Local Area Network). Moreover, a few necessary data racks have been added which will support branch

current and future data communication growth. The completion of this work has enabled us to remove nearly obsolete data communication equipment from the libraries' networks, increase the data processing time and ultimately set up additional public access computers at 5 branches. The project continues, as more branches will receive additional and necessary data drops.

Software Upgrade to Public Access Computers: Due to patron's popular demand, I have configured, tested and released automated software installation of Adobe Flash Player version 10 to all public access computers system-wide. The latest Flash Player application enables patrons to view and browse websites that require it.

Additional Public Access PCs Added: The Network Support team has configured and added 11 extra public access computers at 5 branches. This could only be accomplished when the data network cabling addition was completed, computer table furniture was provided and additional electrical power installed.

Laser Color Printer Deployment Finished: Network Support has concluded the installation of color printers. The only remaining printer is North Park's which presently cannot be installed due to the library's temporary closure.

Cyber Train Program Continues: Cyber Train bookings have slowed down due to the holidays, nevertheless the Network Support team delivered and set up 5 library's Cyber Trains (portable computer training lab) at a few libraries. The classes included Internet Basics, Basic Computer Use, Google Search, Basic Word and e-Mail Online. This restored program successfully continues to deliver digital literacy to our patrons and requests for more are following.

Movie Maker Training: Network Support has set up various staff computers as well as the "Cyber Train" laptop computers with access to Microsoft's Movie Maker application. In addition, **Ken Wesolowski** from the Network Support team has provided Movie Maker training in the Training Lab where 12 staff members attended who are closely involved with the StoryTubes contest.

Technical Assistance Provided in 4 Events: The Network Support team has set up and moved various computer and audio/video equipment to support the successful presentation of 4 events at the Central library.

Assistance Provided for RFP ISP: Our Library Consultant, **Shirley Whelan**, has worked hard on revising the RFP for ISP (Internet Service Provider) and Other Internet Services. **Johnny Hsu** and I provided assistance concerning current ISP technology requirement revisions and other RFP content items.

Laptops for Public Use: With funds from the generous Gates Foundation and the assistance of Library Consultant, **Shirley Whelan**, 15 laptop computers have been purchased. The patrons of 3 City Branch Libraries will utilize the laptops. The patrons will be able to sign up and use them within the library's boundary. Network Support has already received the hardware and begun preparation for software installation and data security. More to follow as this pilot project unravels.

Set up Additional Computer Equipment for Central: The Grosvenor Room Department at the Central library has been accommodated with an additional staff computer to run their new state of the art, large flatbed scanner. Network Support team member **Dennis Lance** has set up the required software. He also configured the hardware on the computer to support the older Scribe scanner simultaneously. Moreover, he prepared and configured an existing Grosvenor Room public access computer to accommodate the addition of 2 newly purchased digital microfilm readers/scanners. The scanners are networked and they will serve microfilm scanning needs of the patrons and staff alike.

Report of the Human Resources Officer

Human Resources Officer **Doreen Woods** attended the New York Library Association Annual Conference in Saratoga Springs, November 5th - 7th.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

November 15 - December 12, 2008

NOVEMBER

- 17 Meeting at the North Collins Public Library
- 18 Meeting with Mr. Gordon Gross - Buffalo Club
- 18 Meeting - Uncrowned Community Builders
- 18 Dinner with DLIS faculty members - Ramada Hotel
- 19 Meeting with Town of Tonawanda Library Advisory Committee
- 19 Business First's Top 100 Private Companies event
- 20 Erie County Commissioners meeting - Rath Building
- 20 B&ECPL Board meeting - Central Library
- 21 Regent's Advisory Council meeting - New York City
- 24 Meeting with Diane Schwartz, Director of Libraries at Kaleida Health, and Elaine Mosher
- 24 Meeting at Clarence Public Library
- 25 Project Flight meeting
- 26 Meeting with Sheryl Knab & Laura Osterhout - ASK Us 24/7

DECEMBER

- 1 Meeting at West Seneca Public Library
- 2 Visit to Carnegie Library - Pittsburgh, PA
- 3 Dinner meeting with Judy Trupin, Asst. Manager of Adult Learner Program, Queens Library
- 4 Literacy Forum and Breakfast - Central Library
- 4 Meeting with George Emery
- 4 Meeting with Mayor Byron Brown - City Hall
- 9 Testify at the New York State Senate Democratic Public Forum
- 9 Lunch meeting with Anna Links, New York Council for the Humanities
- 9 Meeting with Brown & Brown Insurance
- 10 Library Managers & Directors meeting - Central Library
- 11 ACT Board meeting - Aurora Town Public Library
- 11 Teen Room Grand Opening - ribbon cutting ceremony
- 11 B&ECPL Executive Committee Meeting
- 12 Meeting with Buffalo Museum of Science

MEMORANDUM

TO: Bridget Quinn-Carey, Director
Buffalo & Erie County Public Library

FROM: Stanton H. Hudson, Jr., APR, Fellow PRSA
Deputy Director & Chief Development and Communications Officer

SUBJECT: Monthly Report – November 1-November 30, 2008
Development & Communications Office

DATE: December 11, 2008

OVERVIEW

Major activities centered on:

- Literacy initiatives (Community Breakfast)
- Completion of The Big Read 2008-Planning for 2009
- Planning for Central Library Special Events (Business First, TR Site, The Partnership)
- Planning of December “Meet the Author Lunchtime Library Series” event
- Special Collections activities
- Alexander Hamilton exhibition (May 1-June 12, 2009)

SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS

Development

- A community breakfast will be held on Thursday, December 4 at 8 a.m., featuring Library Director Quinn-Carey and Judy Trupin, Assistant Manager of Adult Learning at the Queens Library, who will discuss the role of libraries in successfully addressing community literacy needs. The Director will outline the vision for the Library's future role in addressing the issue in Buffalo and Erie County. Letters of invitation were created and mailed to more than 400 community leaders, elected officials, funders, and literacy organizations. The Library Foundation will provide funding.
- The Library Foundation has returned to the Central Library. A site has been established in the Administrative Office area on the second floor. Carol Halter, who is on contract with the Library System to coordinate various special events and to assist in specific fundraising endeavors, including grantwriting, will serve in an administrative capacity with the Library Foundation.
- Met with representatives of the Buffalo Museum of Science to discuss possible joint grant application to the Institute for Museum and Library Services (IMLS) to fund an enhanced/expanded *Branched Out*.
- A number of events have been scheduled at the Central Library: Business First Top 100 Private Companies Awards Ceremony and Reception (Nov. 19), Theodore Roosevelt Inaugural National Historic Site Victorian Christmas Opening Reception (Dec. 5), and The Partnership's Networking with a Twist (Jan. 8). The Business First event, which attracted approximately 200 individuals, was, by all accounts, very successful. More than 30 individuals toured the Special Collections and Mark Twain Room. Select images from the Special Collections that have been digitized were on display. These images are part of a developing program to allow the Library to offer them for sale.
- The 2008 Annual Fund will include a prospecting component this year (approximately 20,000 non-patrons). A tracking methodology has been established to permit segmentation and analysis of non-patron giving.
- A partial shipment of new furniture for Fables Café was delivered and used in conjunction with the Business First event. When the remaining shipment arrives (slated for early December), it will expand current seating from 66 to just under 100.
- A meeting with the ownership of Fables Café has been tentatively scheduled for early January to discuss the potential for a new or re-negotiated contract, based upon the anticipated increase in private receptions at the Central Library following a PR campaign to generate awareness among members of the non-profit and business sectors locally.
- Met with representatives of Full Circle Productions to discuss a possible pro bono promotional piece related to the Library's Special Collections
- Met with representative of Choco-Logo to discuss future possible collaborations. Wednesday, December 10, a portion of all retail sales at Choco-Logo will be donated to the Library.

- Met with the two principals of the Uncrowned Community Builders (UCB) to discuss ways in which the collaboration between it and the Library could be strengthened. Items discussed included development of a business plan for UCB, including a marketing plan, as well as potential funding sources for such an initiative.
- Placed holiday orders for Novel Ideas.
- Continued planning for 2009 Hamilton exhibition, May 1-June 12, 2009. Marketing plan developed and major sponsorship being sought (first choice-M&T Bank). A meeting is slated for the middle of December with bank representatives.
- Met with several new potential individual major donors.
- Monitored sales from Novel Ideas on a weekly basis-store showed a profit for the month.
- A “portfolio” of images from the Central Library’s Special Collections and Rare Books is now in development –plans for promotion include creation of a portfolio, direct contacts with area galleries and interior designers, and shared space at the 2009 Home & Garden Show at the Buffalo Convention Center.
- Hosted informational session with President and Executive Director of Western New York Grantmakers Association and representative of Library System (Kevin Wall) responsible for its Foundation Center, housed at the Central Library— interest was high following the session, with discussion focused on ways Grantmakers could assist the Library in promoting the Center and possibly helping fund its expansion to other libraries in the System (only available at Central currently).
- Attended “Creative Gift Giving” seminar sponsored by Leave a Legacy.
- Attended Erie County public hearing on 2009 budget.

Community Contacts

- Met with representatives of WNED-TV, including Education VP Dr. Pamela Johnson, John Craig, Director of Education and Outreach, and Associate Nancy Abramo to discuss the station’s desire to form a strategic partnership with the Library System. A January meeting will include the Library Director and station CEO Don Boswell.
- The Communications & Development Office continued to work with Mayor Brown’s office to discuss community relations/media relations aspects of the closed North Park Branch Library.
- Attended meeting of a community group in Williamsville interested in the potential of moving the Williamsville Library to the village-owned Water Mill as part of a mixed-use development/preservation project.
- Attended The Partnership’s Networking with a Twist Event at the Grand Island Holiday Inn to learn how the Central Library should plan for its upcoming hosting of the event (January 8, 2009).
- Met with the VP of Communications for the Kaleida Health System to discuss future possible collaborative endeavors.

- Met with the VP of Institutional Advancement at D'Youville College to discuss literacy initiatives at the Niagara Branch Library.
- Attended the Burchfield Penney Arts Center opening.
- Attended East Hill Foundation/EWG Foundation annual family meeting.
- Attended Western New York Artists Group/BPO meeting.
- Attended Buffalo Museum of Science Education Committee meeting.
- Attended Buffalo Museum of Science Board meeting.

Programming/Public Relations/Marketing

- The Development & Communications Office completed programming for The Big Read, with prize drawings for two contests held in conjunction with the month-long initiative, on November 15. Work has begun on The Big Read Final Report to the National Endowment for the Arts, as well as preliminary discussions on the selection of a 2009 title.
- The Development & Communications Office is coordinating various aspects of the December 19 "Meet the Author Lunchtime Library Series" event, featuring Brown University professor Dr. Kenneth Miller, author of *Only a Theory: Evolution and the Battle for America's Soul*.
- Met with representative of a local design/fabrication company to discuss development of an exhibit/display system for use at the Central Library and branches/contracting libraries—uses include exhibiting images from the Special Collections and to close off areas adjacent to Fables when private functions are taking place.
- Met with representatives of the Museum of Science to continue refining *Branched Out* programming for the winter '09.
- The Development & Communications Office, through Paula Sandy, continued coordinating efforts with members of the *Get Graphic* Committee on upcoming events/activities.
- Continued discussions with representatives of the Museum of Science on how the *Milestones of Science* will be integrated into plans by the Library and the BMS and other organizations to celebrate the International Year of Astronomy in 2009.
- The initial issue of the employee e-newsletter was distributed to staff.
- Paula Sandy continued to meet with representatives of the Central Library's Young Adults area to discuss development of a mural to be installed on the wall outside the Teen Room at the Central Library as well as a ribbon-cutting ceremony to officially open the facility's Teen Room (scheduled for December 11).
- Paula Sandy, working with representatives of the Theodore Roosevelt Inaugural National Historic Site and the Library Graphics staff, created a display for the Ring of Knowledge area of the Central Library.
- Paula Sandy participated in the StoryTubes Committee meeting to determine logistics for the youth video project and to develop marketing materials.

B&ECPL Meetings

- Attended/participated in B&ECPL Senior Management meetings
- Attended/participated in B&ECPL Administrative Team meetings
- Attended/participated in B&ECPL Policy Committee meeting
- Attended/participated in B&ECPL Executive Committee meeting
- Attended/participated in B&ECPL Board of Trustees meeting

City Branch and Community Connections Activity Reports December 2008

Crane

The Buffalo Museum of Science preschool and Branched Out programming continued throughout the month of November with a dedicated group of children and parents.

On November 10th, the Crane Branch Library's monthly *Wordflight* poetry program featured Dennis Maloney, local poet, translator and landscape architect. Mr. Maloney is the founding editor of White Pine Press. Mr. Maloney read from his work and conducted a workshop on writing tankas, a form of poetry similar to haiku. Participants were invited to read their own efforts during the open reading.

Part-time Librarian, **Beth Lewitzky**, visited a number of secondary schools during the month to promote our Manga Drawing program in early December. Advanced registration is encouraging.

Dudley

Preschool Storytime, presented by **Kate Puehn** from the Children's Department, was held on November 3rd with a total of 22 in attendance. Children enjoyed stories and activities about monsters.

Combined special education classes from Hillery Park BPS #27 visited on November 14th. Children enjoyed Thanksgiving stories, a movie and making a turkey craft out of foam. There were 23 in attendance.

The Branched Out program for ages 6-10 was presented by the Buffalo Museum of Science on November 18th and November 25th with the themes South Pacific and Out of Africa. There were a total of 13 in attendance.

Teens had fun playing Guitar Hero and Wii on November 6th, November 13th and November 20th during Teen Gaming Night with a total of 13 in attendance.

Branch Manager, **Dorinda Hayes**, taught the Online Shopping class on November 24th with a total of 3 in attendance.

East Clinton

Circulation increased 45% over last November.

A new series of programs for school-aged children was presented by the Buffalo Museum of Science on Wednesdays at 4 p.m. This 6 part series focused on world cultures.

The Four Seasons Book Club met to discuss The Big Read's *The Maltese Falcon* on November 17th. Participants did not particularly like the book - but that happens sometimes. Because all of the participants, so far, have been senior citizens, the group decided to hold future discussions during daylight hours.

The branch borrowed a Wii system for a couple of weeks from the Central Library for our Teen Gaming Nights. It was a big hit.

Due to a surplus of weeded material and gifts, the ongoing book sale started up again, just in time to find treasures for the holidays!

East Clinton has a new volunteer, Elaine Kuc. She, with the assistance of her Heritage Center tutor, has undertaken washing the books in the branch. She plans to do an hour of volunteer work per week.

There is a mystery at the East Clinton Branch - someone is hiding Sylvia Browne books. They aren't stealing them, they aren't tearing out pages, they aren't writing in them - they are just hiding them! Twelve Sylvia Browne books were found inside the 9 x 9 boxes produced by the Art Department.

East Delavan

November saw the largest gain in circulation yet! Circulation was up an AMAZING 55.68%!

It was a great month in other ways too. East Delavan was featured in the Buffalo News and Buffalo Rising magazine. In addition, Branch Manager **Jamie Smith** got her picture on the front page of the Buffalo News, above the fold! Two Buffalo News articles focused on literacy in Buffalo and the Read to Succeed program. In addition, the Buffalo Rising article, entitled Success at East Delavan, talked about the branch's role as a Success Center in the Read to Succeed initiative.

The Buffalo Museum of Science began their preschool component of the Branched Out program and has gotten rave reviews. Mary, the science educator, has continued to

present programs for the Tuesday after school sessions since they were already advertised. Attendance has not been stellar.

Tim Tummino, the gardener, planted 4 new trees on the Ericson side of the building.

The community room continues to be in demand.

Library Manager, **Jamie Smith**, presented Thanksgiving stories and crafts at 2 child care sites.

Merriweather

The Buffalo Museum of Science Branched Out programs continue to be a huge success. Many participants say they enjoyed themselves and wish the library would have more programs like these.

The Explore and More Children's Museum conducted a multicultural mask program earlier this month. The turn out was good and the children really enjoyed themselves.

Bethel Headstart continues to come to us every 2 weeks. This month's regular schedule was interrupted by the group's visit to a firehouse on the 12th. Also the 2:15 session on November 26th was cancelled due to the weather and some of the children were improperly dressed for the weather. Mrs. Roberts requested that we come to their building during the cold weather months. We look forward to **Sandra Blackman** conducting visits to Bethel Headstart starting in January 2009 as staffing permits.

The Manga Cartooning program with Tom Fox scheduled for November 18th had to be rescheduled for December due to an emergency in Mr. Fox's family.

On November 29th, **Sandra Williams Bush** attended a community breakfast meeting held by Senator Antoine Thompson at the Performing Arts Academy. One of the speakers was Erie County Clerk Kathleen Hochul who spoke about the enhanced licenses - why they are needed and when, as well as what identification is required to get the license. When there was discussion about how to obtain an out-of-state birth certificate, I told the audience they could get the information from any library. Later in the morning, a woman who was at the meeting came in for information on how to get her South Carolina birth certificate - she was very grateful and appreciative.

Niagara

On November 19th, Branch Manager **Brian Hoth** participated in Open House at Native American Magnet (School 19). Brian talked about the various programs and services the library offers and handed out several library card applications.

On November 8th, **Brian Hoth** met with Paul Pepero (Verizon) about securing money from the Verizon Volunteer Fund. The Niagara Library is eligible because it hosts the programs Journey's End Refugee Center puts on every Saturday.

Kristina Formicola, practicum student, planned and presented 3 preschool programs in November. On the last day of her practicum, the kids didn't want to see her go. She received many hugs, and one of the children, Annabell from Niagara Daycare, didn't want to let go. Kristina enjoyed her experience at Niagara immensely and was sorry she had to leave.

The Hawk Creek program was a huge success with 52 children and adults in attendance. The program was scheduled during the "Let's Go to the Library" program put on by Journey's End. They built that day's program around this theme. Joining them was a contingent of Cub Scouts and children from the neighborhood. The kids were amazed at seeing owls, hawks, and raptors up close. The volunteers from Hawk Creek were very knowledgeable and answered many questions from the audience. The branch was brimming with activity all afternoon. While Hawk Creek was going on, Buffalo West Arts Academy was conducting a music program in another room! Niagara Daycare has expressed their appreciation for the programs we provide and has also expressed an interest in having the Buffalo Museum of Science do preschool programming.

Caitlin Tremblay, the Assistant Features Editor for the UB undergraduate magazine "Generation" wrote an article about refugee services provided by Journey's End and their "Let's Go to the Library" program. The article was in the November 11th issue entitled, "Turning the Page" and can be found at:

<http://www.subboard.com/generation/26.09.asp>.

The literature displays have been hung in the Teen Zone and **Tom** and **Tim** from Maintenance continue to work on the slat wall installation. As soon as this is completed, **Dawn** and **Darlene** from Graphics will put up the lettering spelling out "Teen Zone." The teens are already using the space. One teen told me she loves it and she and her friends sit there all the time.

Tammy Linkowski and **Brian Hoth** strung lights in the front windows and trees to participate in the First Annual Neighborhood Festival of Lights sponsored by the Cottage District Block Club. The festival runs from November 26th through January 6th. Prizes will be awarded for the best display. The Block Club is very happy to have the library participate.

Several student volunteers from Da Vinci High School are volunteering at the branch to earn community service hours. They are primarily shelving DVDs and shelf reading.

The employee break room has been moved from upstairs to a room downstairs. The staff is very pleased as it affords them more privacy and comfort when taking breaks.

North Park

The collection is boxed and ready to be moved to a new location. Branch Manager, **Dale Schmid**, has been reassigned to other libraries in the West Cluster.

Riverside

Madden Football Tournament: Library Associate **Sean Goodrich** and Building Guard **Michael Williams** organized a video game tournament using the '09 Madden Football game. The tournament took place on November 8th and November 22nd. The Friends of Riverside purchased a second PS2 player and the Madden game. One of the participants brought in a second copy of Madden '09 so that both systems could be set up to play more games. While waiting to play Madden, the other kids played Guitar Hero and other games brought in from Central's collection. Twenty-seven kids participated on each Saturday.

On November 12th, Librarian **Dale Schmid** and Library Associate **Sean Goodrich** attended Roosevelt Academy's Literacy Night. Dale discussed different programs that the library is offering, information accessible from our website, and began the process of signing children and parents up for library cards (a total of 27 new cards were issued). Sean entertained the children by reading stories from a number of different children's books.

On November 18th, Branch Manager **Glenn Luba** met with Amy Bartell and other Level 2 and Level 3 teachers from Roosevelt Academy to continue the information outreach that was previously done for the parents and children on Literacy Night.

On November 22nd, Assemblyman Sam Hoyt held a green jobs conference at ECC City to bring local people together who are interested/connected to green opportunities. The subgroup **Glenn Luba** participated in was public outreach and education. The group concluded that a need exists for local green information to be easily accessible from a common point and agreed that the natural place for this to exist would be the library. Glenn has been involved in follow-up conversations with Mark Hennessey (Mr. Hoyt's Legislative Director) to see if funding can be found to begin such a project as well as discussions to better identify how this common point would best be set up.

The Friendship Fun Club of School 81 held a holiday gathering/craft meeting with 25 adults and children in attendance.

Correctional Facility and Holding Center and Home

The Correctional Facility received 3 new wooden table and chair sets for the Law Library to replace old, damaged furniture. In addition, the facility received a new 4-

tower paperback spinner, also to replace an aging, damaged paperback rack. The new tower holds many more paperbacks, which constitute a significant portion of the collection. In addition, the Niagara Branch Library gave the Institutional Services Division 3 wooden book carts that were not needed at the branch. They are being put to good use in Institutions.

The Senior Services Link has been up for a month. The department has received several requests for Bifolkal/Senior Activity kits via the online submission form and a few agencies have inquired into the kits because they have seen the link on the B&ECPL website. **Monica Mooney** will be meeting with these agencies, including the Erie-Niagara Sunrise Exchange Club and their members to give a presentation on the senior services offered by B&ECPL.

The department received a large donation of educational VHS videos from the Wende Correctional Facility Library, which have recently been shipped to the Erie County Correctional Facility. They have been added to the educational video collection at the facility.

On November 14th, **Monica Mooney** attended the first meeting of the newly formed WNYLRC Standing Committee (CHIA – Committee for Health Information Access). The Committee's first task is to work on the "Go Local" project for Medline Plus in the WNY area.

On November 20th, **Monica Mooney** met with 3 graduate students from the University at Buffalo School of Library Science to discuss senior services in public libraries for a project the students are completing for a course in public libraries. One of the topics discussed was how B&ECPL promotes the use of Bifolkal and Senior Activity kits among libraries in the B&ECPL System and activities professionals in the WNY area.

Cluster Managers and Administrator's Activities

West Side Branch Coordinator **Patricia Covley** attended a meeting of the Riverside Business Association on November 18th and of the Library Planning Committee for the North Buffalo Good Neighbors' Planning Alliance on November 24th.

East Side Branch Coordinator **Claudia Yates** has been busy organizing for StoryTubes, the national children's video contest that the B&ECPL System is a partner in. Claudia arranged for film editing training for the participating B&ECPL librarians and has been working on advertising for the project. More information about StoryTubes is available at www.storytubes.com.

Ann Kling attended the New York Library Association Conference in Saratoga Springs from Wednesday, November 5th through Saturday, November 8th. There were many

inspiring workshops with the theme of "It's all about the customer." Several of the speakers would be worth bringing to the B&ECPL for staff development.

Contracting Library Activity Reports - December 2008

Newstead Public Library - submitted by Kristine Sutton, Library Director

November has been a fun and busy month at the Newstead Public Library, largely in part to the great *Big Read* programs. Hawk Creek educated and entertained 45 children and their parents and the Buffalo Museum of Science had 19 little detectives figure out "The Case of the Library Book Criminal."

Our fall storytime finished at the end of the month with 14 children making handprint turkeys for their family. Thanks to some mild weather, a kindergarten class from Akron Elementary and 4 Headstart classes walked to the library to enjoy a story and borrow books.

On Saturday, November 15th, 5 boys and girls took part in *National Gaming @ Your Library* by playing the Hasbro donated game Pictureka!, along with other board games.

We are now having *Family Movie Saturdays* on 1 Saturday morning a month, thanks to our public performance site license. Seventeen children and parents enjoyed our first movie, *Charlotte's Web*. Our December show will be *The Polar Express*.

The Newstead Women's Book Club discussed *My Sister's Keeper* by Jodi Picoult. We had 9 members present. A group of seniors in the Akron/Newstead community formed their own book club and meet monthly at the library. They had a group of 8 this month.

December will be another exciting month, with many holiday programs planned including our annual Holiday Open House with cookies and punch on Wednesday, December 17th. Patrons are encouraged to bring donations for the Akron/Newstead Food Pantry and with each bag donated they can choose a book from the Friends Used Book Sale. Going on right now, we have 5 beautiful hand-knit sweaters for our annual Holiday Sweater Raffle at \$1.00 a ticket. Happy Holidays!

City of Tonawanda Public Library - submitted by Beverly Federspiel, Library Director

The City of Tonawanda Library has had a very busy fall. As families settled into back to school routines, fall programming began at the library. Two toddler times (day and evening) and 1 evening preschool storytime session are held weekly. Universal pre-K at

the schools has affected storytime attendance during the day. A monthly school-age program is also held.

Author Rafe Martin visited the library on September 20th. This visit was the result of the City of Tonawanda Battle Team winning the *Battle of the Books* in August. Ninety people of all ages crowded into the main reading room of the library for a wonderful presentation. In October, local author John Koerner spoke on "Ghosts of the Tonawandas". It was standing room only, drawing folks from surrounding communities. A 45 minute program lasted almost 2 hours as the crowd had many questions and no one left their seat!!

The City of Tonawanda Library participated in the *Big Read*. Six programs were presented. The Hawk Creek program was by far the best attended and most enjoyed. The library appreciates these programs and looks forward to others.

The Swiftwater Book Club meets monthly at the library. A faithful group attends and a lively discussion follows.

Six sessions of Cyber Seniors were offered. These sessions are fully attended. The library is thankful that the cybertrain services are available and are anxious for new classes to be offered. This service fills a great need in our community. More sessions are already scheduled for the new year.

Our Friends Group is very active. This fall there has been a paperback book sale, bake sale and a basket raffle. They are currently preparing for the big book sale in January. The Friends are sponsoring a Holiday Open House featuring a harpist. All are welcome - the date is Thursday, December 18th from 2-4 p.m. Drop in and enjoy some refreshments.

The big excitement for the City of Tonawanda Library was our first *Late Nite @ the Library*. It was held on Friday, November 21st from 8-10 p.m. and focused on kids in grades 6th - 8th. The library was locked and only registered participants could attend. There were crafts, a scavenger hunt, gaming and of course food!! The kids had a great time and many signed up to be part of an advisory group. The parents were pleased and thanked us for giving the kids something to do on a Friday night. More *Late Nites* will be held in 2009!!!

The library continues to see new users. The staff has commented they have had several old blue library cards turned in. Many folks have told the staff they have not used the library in years, but decided now is a good time to reestablish a relationship. The library is thrilled that people are coming back and the staff hopes to make it a great experience. The tough economic times makes each library invaluable to their community. Usage is up, but funding is again decreasing. The City of Tonawanda staff and the Friends

Group look forward to working with the Administrative Team to secure funding in the tough years ahead.

Staff -

All full-time staff attended Staff Development Day in September

Beverly Federspiel, Director -

Attended PLA Boot Camp4: Intensive Library Management Training - Cleveland, OH
October 20th -24th

Attended NYLA Annual Conference - Saratoga Springs, NY November 5th -7th

Chair of the Empire State Award Committee - presented medallion at the annual luncheon to Rafe Martin as the 2008 recipient

Attended various meetings (library and community-related)

Carol Veach, Children's Librarian -

Attended the Youth Services Planning Committee meeting - September 3rd

Attended the WNYLRC Conference Library Adaptation: Expose Yourself -
October 29th

Attended the Youth Services Group meeting - November 19th

Agenda Item G - Public Comment. There was no public comment.

Agenda Item H - Unfinished Business. No unfinished business.

Agenda Item I - New Business.

Agenda Item I.1 - Deferred Compensation Program Changes Pursuant to IRS Regulatory Changes. Deputy Director Jakubowski introduced this resolution explaining it refers to the 403(b) deferred compensation plan which was sponsored by the Librarians Association as was allowed by IRS regulations up until recently. The IRS regulations did change which required the employer to take over the responsibility which included a particular level of monitoring of this service. She updated trustees that after many hours spent between administration and our benefits attorney, Robert Pizzo, they are recommending a discontinuance of the 403(b) plan product. She explained they are freezing the plan and it does not cause any tax implications to our employees who have participated. This does not eliminate the opportunity for staff to participate in a deferred compensation plan and have secured the eligibility of all of the employees to the Erie County 457 deferred compensation plan. At this time, she introduced Robert Pizzo, who was at the meeting to answer any questions. Ms. Quinn-Carey also mentioned Mr. Pizzo was here for a meeting they had with staff to ask questions about their plans as it is incredibly complex. Ms. Jakubowski stated more sessions are lined up for those individuals who may wish to take advantage of the 457 plan and are scheduling meetings with the current 403(b) vendor in the near future.

Mr. Berger moved to approve Resolution 2008-60, Ms. Panty seconded, and approval was unanimous.

Ms. Panty inquired if the staff involved with the program understood the implications. Ms. Jakubowski felt the meeting held the day before was extremely helpful stating Mr. Pizzo was able to explain the reasons we had an "eleventh" hour change and that was because an IRS interpretation came in our favor to simply freeze the plan. They are continuing with the educational meetings providing information as well as posting information on the staff intranet in order to help people get through this transition.

Trustees had several questions concerning the program. Mr. Pizzo addressed their questions in detail.

RESOLUTION 2008-60

WHEREAS, pursuant to the Library's labor contract with the Librarians Association, employees have been eligible to participate in a tax sheltered retirement plan under Section 403(b) of the Internal Revenue Code, and

WHEREAS, the contract further provided that: 1) all respective costs under such a plan are the direct obligation, through payroll deduction, of participating librarians; and 2) the implementation and continuation of such program is contingent upon there being no additional cost, direct or indirect to the Library, over and above that normally attributable to other payroll deductions currently provided to the bargaining unit herein, and

WHEREAS, as of January 1, 2009, new Internal Revenue Service (IRS) regulations implementing major changes affecting the administration of 403(b) tax deferred compensation plans are scheduled to go into effect, and

WHEREAS, as a consequence of these changes, the Library is not allowed to continue the 403(b) program as it is currently administered pursuant to the Librarians Association contract., and

WHEREAS, after much research it has been determined that the changes required to continue a 403(b) plan into the future under the new regulations would add material cost, time and responsibilities to the Library as an employer that were not envisioned in the bargaining unit agreement, and

WHEREAS, after working with Erie County personnel and legal departments it has been determined that for future tax deferred deductions, current employees are eligible to enroll in Erie County's 457(b) tax deferred plan, and

WHEREAS, as a result of this review, the best interests of the Library as an institution would be served by discontinuing all contributions to the 403(b) plan as of December 31, 2008, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library directs that all contributions to the 403(b) plan be discontinued effective December 31, 2008, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute the necessary documents and notices to implement these changes.

Agenda Item I.2 – Securing Directors & Officers and Employment Practices Liability Insurance – System and Contract Libraries. Mr. Stone explained for some time over the years, we have been looking for options to insure various risks the Library incurs. The County’s Risk Manager, Neil Sullivan, recommended we work with Brown & Brown, the local office of a major insurance broker who surveyed multiple entities and found a company, Philadelphia Insurance Company, rated A+A.M. best. They are familiar with libraries, are willing to write us a fairly attractive policy and were willing to go back to cover incurred but not reported items. This resolution recommends we authorize the Director to obtain a policy with approximate levels of coverage which are stated in the resolution below at a cost not to exceed \$15,500 per year, with the choice of renewing if costs do not go up by more than 10% per year.

In response to a question by Trustee Pordum, Mr. Stone explained this covers all our trustees and all the contracting library board of trustees for Director & Officers and Employment Practices insurance. Trustee Berlow asked for coverage clarification and Mr. Stone explained it is per employee per case.

Mr. Berger moved, Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2008-61

WHEREAS, the Library periodically assesses opportunities to offset some of its risk exposure through purchase of insurance products, and

WHEREAS, earlier this year, the Library undertook such a review working in cooperation with Erie County’s Risk Manager, and

WHEREAS, the Library contracted with Brown & Brown of New York, Inc. – Buffalo to survey the insurance market for insurance coverage including Directors and Officers coverage, Employment Practices Liability and Fiduciary Liability coverage for all 37 B&ECPL libraries and their respective boards, and

WHEREAS, after surveying six major providers, Brown & Brown proposes securing coverage with Philadelphia Insurance, A+ A.M. Best rating, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute the necessary documents through Brown & Brown, Inc. - Buffalo to secure Directors & Officers, Employment Practices, and Fiduciary Liability insurance with limits of approximately \$5,000,000 Directors & Officers; \$5,000,000 Employment Practices; \$1,000,000 Fiduciary Liability; and \$10,000,000 policy aggregate at a cost not to exceed \$15,500 per year for the first year, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute up to three 1 year renewals so long as the rate increase is less than or equal to 10% per renewal.

Agenda Item I.3 – North Park Library Temporary Space Agreement. Mr. Stone explained in this agreement the City will be paying the rental cost and the Library would be limited to operating costs, which they normally are. Recognizing this funding arrangement, the City has requested the Library confirm its role by authorizing a library official to be a signatory to the agreement as the “beneficiary” of the space. This resolution authorizes the Library Director to execute the necessary documents to confirm its role as beneficiary of the space being secured by the City of Buffalo. Ms. Panty moved, Ms. Summer made a second, and approval was unanimous.

Mr. Connors asked when the target date for opening was. Mr. Stone remarked basically from the time they are able to pull permits, about 3 months.

RESOLUTION 2008-62

WHEREAS, since the Library discovered elevated lead levels associated with deterioration of walls at Buffalo’s North Park Branch Library, library personnel have worked closely with City of Buffalo personnel to assess the facility, estimate costs to remedy the problem and explore temporary space options to allow library service in North Buffalo to be provided while the longer term facility issues are addressed, and

WHEREAS, after exploring many options to provide service while long-term facility needs are addressed, the City of Buffalo is nearing completion of negotiations for leased space located at 975 Hertel Avenue near the present North Park Library facility, with the City of Buffalo paying the rent, and

WHEREAS, this is consistent with Buffalo & Erie County Public Library (B&ECPL) System funding, where facilities are provided by municipalities (or free associations) and operating costs are supported by the B&ECPL, and

WHEREAS, recognizing this funding arrangement, the City has requested the B&ECPL confirm it will play its role in paying the utility and other operating costs to provide service in this space by authorizing a library official to be a signatory to the agreement as the “beneficiary” of the space (for the benefit of the Buffalo and Erie County Public Library), now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute the necessary documents to confirm its role as beneficiary of the space being secured by the City of Buffalo.

There being no further business, on motion by Ms. Horton, seconded by Ms. Juncewicz, the meeting adjourned at approximately 5:11 p.m.

Respectfully submitted,

Frank Gist
Secretary