

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
December 15, 2011

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, December 15, 2011, in the Central Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair  
Jack Connors, Vice Chair  
Elaine M. Panty, Secretary  
Frank Gist, Treasurer  
Amy Alvarez-Perez  
Phyllis A. Horton  
Theodore K. Johnson  
Sharon M. Kelly  
Anne M. Leary  
Wayne D. Wisbaum  
Jennifer Zivis

Chair Sharon A. Thomas called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. Agenda approved as mailed.

Agenda Item C – Minutes of the Meeting of November 17, 2011. Minutes were approved unanimously, as mailed, upon motion by Ms. Panty and a second by Ms. Horton.

Agenda Item D – Report of the Chair. Ms. Thomas reported Rick Berger will be resigning from the Library Board effective December 31, 2011. She commended his leadership and hard work on the Board and remarked he will be greatly missed.

Agenda Item D.1 – Election of Nominating Committee. Chair Thomas selected Amy Alvarez-Perez to Head the Nominating Committee and Sharon Kelly as her second appointee. Trustees Elaine Panty, Ted Johnson and Jennifer Zivis were nominated from the floor. The aforementioned individuals were approved unanimously as the Nominating Committee. The Committee will check their schedules and meet before the January 2012 Board meeting.

Chair Thomas continued her report, welcoming County Executive Elect Mark Poloncarz who was in the audience. She thanked him for being a library supporter and keeping the Library front and center throughout the year. She expressed the Board looks forward to working with him during his tenure as County Executive. He commented he looked forward to working with everyone and thinks it will be a good relationship. Director Jakubowski also recognized Mark Cornell, Associate Deputy Comptroller, in the audience.

Agenda Item E – Committee Reports.

Agenda Item E.1 - Executive Committee.

Mr. Connors reported the Executive Committee met on December 8, 2011.

Present: Executive Committee members Jack Connors, Elaine Panty and Sharon Thomas (via telephone); Director Mary Jean Jakubowski and Deputy Directors Ken Stone and Carol Batt.

The meeting began at 3:55 p.m.

The Executive Committee reviewed the agenda for the December 15, 2011 Board meeting.

Ken Stone reviewed the 2012 budget including summarizing recent Budget Hearings.

Mr. Stone briefly explained the standard extension of the member library contract which will be an action item on the December 15<sup>th</sup>'s Board agenda.

The Committee reviewed the proposed 2012 schedule of System Board of Trustee meetings. No conflicts with holidays were noted. Off-site meetings were discussed. Two off-site meetings will be held. Suggested sites: Lackawanna Public Library and Niagara Branch Library. Availability of locations for dates and times will be checked.

Sharon Thomas discussed how she planned to proceed with the Nominating Committee.

The Executive Committee meeting adjourned at 4:45 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Adoption of 2012 Budget. Deputy Director Kenneth Stone presented the Library's 2012 Budget for consideration and adoption. He explained the principal source of funding is Erie County government, followed by New York State. Erie County adopted a budget as of December 6, 2011. None of the amendments that were enacted in that adopted budget were vetoed by the County Executive so the budget is in effect. That budget included a number of things involving the Library; the chief change is it restores Central Library maintenance functions, Central Library utilities, and Buffalo Branch maintenance functions back to the Library budget. The proposal had been to move it to the Erie County Buildings and Grounds Division. The Legislature approved that action. A supplemental *B&ECPL 2012 Operating Budget Charts and Graphs* was e-mailed to trustees prior to the meeting and a hard copy was at each trustees place; Mr. Stone went over each page in detail. In ending, he noted the Library will be open the same number of hours that it was in 2011 and is still here to provide services to the public.

Trustee Kelly questioned why the retirement went up 70%. Mr. Stone explained this was related to the stock market dive and housing bubble burst; investment returns for retirement funds across the county were hard hit. He added, the NYS retirement system was one of the best managed and most fully funded before this and they are still close to fully funded at this point in time; but they had to take actions to bump up employer costs.

Trustee Wisbaum arrived at approximately 4:25 p.m.

Mr. Connors moved for approval of Resolution 2011- 41 and was seconded by Ms. Horton. The 2012 Budget was adopted unanimously as presented.

Ms. Panty thanked Mr. Stone for his detailed presentation of facts as well as the staff for all their hard work.

RESOLUTION 2011- 41

WHEREAS, on December 6<sup>th</sup> the Erie County Legislature adopted the County's 2012 Budget, and

WHEREAS, the adopted budget included County Legislature amendments restoring Central Library maintenance functions, Central Library utilities, and Buffalo Branch maintenance functions to the Library's 2012 Budget reversing a proposed transfer to the Erie County Buildings and Grounds Department, and

WHEREAS, the restoration, valued at \$1.7 million, will result in no change to Erie County's property tax rate of \$5.03 per \$1,000 of equalized full market value (the same rate used in 2009, 2010 and 2011),

WHEREAS, the Erie County Executive did not veto the County Legislature's changes, so they become part of the County's 2012 Budget, and

WHEREAS, the County Adopted Budget also includes a \$2,000,000 interfund revenue subsidy allocation to the Library which, combined with the maintenance restoration, fringe benefit savings, fundraising efforts, a \$550,000 reduction to the Library Materials budget, and use of just under \$538,000 in fund balance would allow all libraries to maintain their current public service open hours and staffing in 2012, and

WHEREAS, while the total Property Tax Levy in the Erie County adopted budget will remain unchanged from the 2012 Proposed Budget at \$237,692,831, which is up 1.07% from 2011's levy of \$235,182,208 reflecting growth in the full value property tax base; the allocation of the tax proceeds between the County General Fund and the Library Fund will change as follows:

Property Tax Component	Exec. Proposed	Legislature Adopted
County General Fund	\$219,520,998	\$217,820,374
Library Fund	<u>\$ 18,171,833</u>	<u>\$ 19,872,457</u>
<b>Total County Property Tax Levy</b>	<b>\$237,692,831</b>	<b>\$237,692,831, and</b>

WHEREAS, the Library will use these funds to maintain 2011's hours of public access and library services demanded by our public that, despite a reduction of 98.5 open hours per week (6% of 2010 total weekly open hours) in response to reduced funding in 2011, has resulted in no decrease in circulation through October, while year-to-date public access computer use has decreased only 3.6% across the System, and

WHEREAS, this reinforces both the continuing need for basic library services; the nationally documented trend of increased library use during tough economic times; and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, what is clearly 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, during 2012, the Library will continue assessing options and scenarios to streamline governance, operations and proactively address potential fiscal constraints in the future, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the efforts of the *Buffalo News'* extremely successful *Bucks for Books* campaign, which as of last week had raised \$258,000 towards the purchase of print library materials, \$58,000 higher than estimated in the proposed 2012 budget, and

WHEREAS the Board desires to incorporate this additional \$58,000 in revenue and resulting print library material expense into the Board's 2012 Budget, and

WHEREAS, the Board desires to transfer \$127,542 from the Regular Part-time wages line to the Full-time wages line to recognize changes that occurred since submittal of the proposed budget earlier this summer, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the *2012 Budget*, utilizing the following sources to provide library services in 2012:

\$19,872,457 – County Property Tax for Library Purposes  
\$ 2,000,000 – Erie County Interfund Revenue Subsidy  
\$ 1,861,292 – New York State Aid – Operating Budget  
\$ 537,954 – Use of Fund Balance  
\$ 1,120,574 – Library Fines, Fees and Other Revenue  
**\$25,392,777 – Total Operating Budget**

\$ 572,272 – Library Grants Budget

**\$25,963,626 – Combined Operating and Grants Budget** further detailed in the attached exhibit, 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. Mr. Stone explained this resolution implements the contracting library contract extension provision to extend their contract through as late as July 31, 2012 with the funding based upon first the initial requested budget and then amended by the Board's adopted Library budget. Ms. Panty moved for approval. Mr. Gist seconded. Approval was unanimous.

RESOLUTION 2011- 42

WHEREAS, on June 16, 2011 the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2011-23 which authorized executing 2011 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2011 contracts incorporated a provision to extend the 2011 contract into 2012 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 each contracting member library, and

WHEREAS, Erie County's 2012 budget allocation was not finalized until December 6, 2011 and New York State's allocation will not likely be known before April 2012, and

WHEREAS, this makes it difficult for the Buffalo and Erie County Public Library and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2012 fiscal year on January 1, 2012, and

WHEREAS, the contract extension provision provides for allocations based upon the 2012 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2012 contract is adopted, not to exceed July 31, 2012, 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 2011 contract extension as described above, with budgetary amounts based upon the 2012 Board Adopted budget and any subsequent modifications thereof, 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, 2011 was presented for information. Mr. Stone noted the Library is operating within its budget overall. The budget will take a hit from state aid which will be about 6.4%. He remarked there is enough savings in both fringes and turnover to offset this.

Agenda Item F – Report of the Director. Ms. Jakubowski asked each trustee to sign and return the B&ECPL Conflict of Interest Statement at each trustees place. These statements are to be signed each year by trustees and senior staff and kept on file.

She reminded trustees, attorney Ellen Bach of Whiteman, Osterman & Hanna LLP will be attending the January 2012 Board meeting. Ms. Bach will be speaking about finalizing plans for the legislation of the special legislative district public library (SLDPL) for which the Board voted to move forward in September.

For the sake of new Trustees Johnson and Zivis, Ms. Jakubowski reviewed the history of the special legislative district public library and how long the Library System has been working on the exploration of governance and the financial stability issues it faces. A *B&ECPL Summary of Operating Budget Request/Funding 2004-2012* was distributed to trustees.

Ms. Jakubowski also distributed finished pocket-sized SLDPL “talking points” which are in a Q & A format; these can be carried around to answer general questions pertaining to the special legislative district public library. These were worked on together with Libby Post of Communication Services who was in attendance at the meeting.

Ms. Jakubowski remarked she looks forward to working with County Executive Elect Poloncarz.

Chair Thomas thanked Ms. Jakubowski for the detailed insight on the history of the special legislative district public library and pointed out the Library is moving forward with the special legislative district because it is seeking stable funding. The Board wants to be assured that libraries are open and functional for the residents of Erie County. She added the Board has persevered through both this year and the year before and feels they have been open and inclusive, involving the contracting member libraries. The Board can be proud of the fact that the process was started, it was thoroughly vetted and whether a vote would go up or down, the community, residents of Erie County, and the 22 contracting libraries will all know what it is the Library has been involved in. She thanked everyone for their hard work and appreciates everyone being in this together. She again thanked County Executive Elect Poloncarz for his support in helping keep the library in the forefront of everyone’s mind.

Trustee Leary reiterated the Library has a very archaic governance structure. She pointed out that as trustees’ terms expire, this new form of governance will allow them to leave behind a stable funding source and a solid governance base for the Library. Ms. Panty added it will remove the “yo-yo effect”.

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

## **Monthly Report of Library System Activity December 15, 2011**

### **1. PUBLIC SERVICES**

#### **Programs, Learning Opportunities, Outreach and Events**

Forty public technology classes were held during the month of November for 272 attendees at the Central Library and 15 community libraries. The overall satisfaction rating was 4.71 out of 5. Public comments included:

- *Please don't cut them, ever!*
- *Very happy to have this available, I will get much more out of my computer now!*
- *Very pleasant, knowledgeable, interesting teacher! Highly qualifies to teach computers. Very smart man. Very happy to been able to attend. Well informed and more knowledgeable to use my laptop!*
- *Please add more classes.*

Community Library staff comments included:

- *The patrons love these classes! Thank you for presenting them - it's a great service! Thank you!!*
- *Thank you so much to the technology team. You are all super terrific.*

Central Training Lab Coordinator **Kara Stock** updated the following classes: *Introduction to Facebook* (twice), *Google It* (twice), *Introduction to YouTube*, *Introduction to Twitter*, *Introduction to Flickr*, *Google Maps*, and *Introduction to the Library Website* (it now includes eLibrary).

Technology Trainer **Nell Aronoff** updated the following classes: *Internet Basics*, *E-mail Basics*, *E-mail Intermediate*, and *Word Basics*.

**Kara Stock** coordinated with the Grosvenor Room staff to offer 2 new public Genealogy classes. Librarian **Rhonda Konig** is scheduled to teach *Genealogy 101* in January and April at the Central Training Lab. She also combined Grosvenor Room Librarian **Sue Cutrona's** 6 handouts into 1 for the *Family History Research with Ancestry Library Edition Database* class. Training Lab staff will teach this Cyber Train program. It has already been booked by multiple libraries!

Two new screencasts were developed by the Training Lab staff. *How to access vehicle information online in Chilton Library* <http://bit.ly/v6UOZk> was developed by Technology Trainer **Andy Aquino**. This short video details how to obtain repair,



maintenance, and bulletin/recall information on a variety of vehicles. As of November 30<sup>th</sup>, it had 148 views on YouTube. *Free Computer Classes* <http://bit.ly/vnICrH> was developed by **Tom Carloni**. The short promotional video highlights what the Training Lab has to offer at Central and throughout the System. As of November 30<sup>th</sup>, this video had 72 views on YouTube.

Database Subject Guides created by B&ECPL librarians continue to be popular all around the world. This month we've seen users as far away as Indonesia, India, Australia, Japan, Ukraine and Belgium, to name just a few. And back in the United States, the 3 top states for Subject Guide use after New York were Massachusetts, California and Texas. The Committee met this month to explore platform options as well as how to modify all the catalog search links to be compatible with the new eLibrary catalog. Thanks to the Subject Guide Committee for their hard work.

Special Projects Coordinator **Meg Cheman** completed *Library Journal's* annual public library budget survey. The data collected will be used to examine the overall picture of budget health and collection development trends in libraries nationwide. The results will be shared in 2 upcoming articles in January and February of 2012.

On November 19<sup>th</sup>, Grosvenor Librarian **Charles Alaimo** attended the War of 1812 Bicentennial planning meeting in the Auditorium with local historians. Mr. Alaimo will be mounting an exhibit of documents, images, and other materials relevant to the war in the Rare Book Room display room to run from July 2012 to January 2013.

On November 5<sup>th</sup>, Grosvenor Room Librarian **Rhonda Konig** gave a tour to 4 community education students from Hamburg.

Grosvenor Room Librarian **Carol Pijacki** presided at the Literally Speaking Lunchtime Book Discussion Group on November 15<sup>th</sup>. Librarian **Kathy Goodrich** led the discussion of *The Day the Falls Stood Still* by Cathy Marie Buchanan.

On November 19<sup>th</sup>, **Rhonda Konig** attended the Western New York Genealogical Society meeting. Angelo Coniglio gave a presentation on "Italian Genealogy."

**Anne Conable** from the Development and Communications Department coordinated details and support promotion for events occurring this past month at the Central Library:

- "Imagining Buffalo" series: 11/1 David Swarts, Botanical Gardens (34); 11/15 Monica Pellegrino Faix, Richardson Complex (29); 11/29 Rita Argen Auerbach (20)
- Working for Downtown Brown Bag Lunch series: 11/2 Robert Gioia, Oishei Foundation (34)

- BPOventions@ the Library program: 11/2 at Audubon (52); 11/16 at Central (32) and Orchard Park (30), 11/30 at Audubon (59)
- Lunchtime music program with Nickel City Opera Co.: 11/17 (18)

Ms. Conable represented the Library with a 175<sup>th</sup> Anniversary talk at the College Club of Buffalo 11/14 (26); coordinated used book donation and pickup for Charter Schools Association of NYS (40 boxes); coordinated community meetings: 11/17 Self-Advocacy Group and 11/19 War of 1812 Bicentennial planning meeting.

**Dawn Stanton** and **Darlene Pennachi** supplied layouts and graphics for:

- Gala Items – table numbers, coat check slips, silent auction signs, live auction posters, restroom signs, program book, banners – 1<sup>st</sup> floor & 2<sup>nd</sup> floor, etc.
- HSS – new signage for shelving
- Signs for – ECL, LSH, CON, KNM, LCW, RIV, DUD, CLA
- Literally Speaking 2012 – promotional materials – posters and bookmarks
- CFD – Children’s Area decorations

### Central Library and Adult Services

On November 9<sup>th</sup>, Information Services & Outreach Librarians **Andrew Maines** and **Patty Pohl** gave 35 students and 6 adults a tour of the Central Library. The group was from the Lydia Wright School and received a tour of the building and a 30 minute presentation on library databases and electronic resources.

On November 10<sup>th</sup>, **Patty Pohl** conducted an impromptu tour for an ESL class including 12 students and their instructor.

On November 9<sup>th</sup>, Information Services & Outreach Librarian **Susan Kriegbaum-Hanks** presented a 2-hour workshop on Job and Career Resources available through the Library’s webpage to clients of the Buffalo Employment and Training Center. She repeated this workshop on November 18<sup>th</sup> for the ECC One Stop in Orchard Park. Both workshops were well received by both work force agencies. Ms. Kriegbaum-Hanks has been able to strengthen ties to these agencies and both look forward to her return.

Winter Reading Challenge: Information Services & Outreach Librarians **Dan Caufield** and **Hadeen Stokes** have started working out details for “Get Wrapped Up in a Good Book”, a system-wide online Winter Reading Challenge.

Numerous times throughout the month of November, Programming & Outreach Librarians **Kenneth Wierzbowski** and **Peter Lisker** filled in at the Erie County Correctional Facility library. They provided services to inmates including submitting inter-library loan requests, obtaining court cases and other legal information and checking out materials from the series, graphic novel and high-demand collections.

### **Children's Programming Team**

The Children's Programming Team (CPT) continues to plan and execute System supported programs and activities for children and teens. During the month of November, the Children's Programming Team presented 90 programs at the Central Library and System branches (including Outreach, school visits and programs) for 1,687 individuals.

Although the 2011 programming season is drawing to a close, the Children's Programming Team is still focusing on present and future projects. On November 30<sup>th</sup>, the CPT presented the YSG meeting for the Youth Services staff from the branch libraries. Librarians **Kasey Mack, Wanda Collins, Meagan Carr** and **Kerra Alessi** created a PowerPoint presentation on Music and Play Literacy. They supplemented this with handouts and a group activity. To aid in program planning for babies to teens, **Becky Pieszala, Kasey Mack, Meagan Carr** and **Cyndy Lenzner** created a presentation that pulled together some great programming blogs, wikis, list serves and websites. Publicity is key to attendance at these great children's and teen programs. Librarian **Kathy Goodrich** presented some tips on how to promote your library's program. **Mary Ann Budny** and **Wanda Collins** also shared program kit updates and resources from the CPT that the branch staff can borrow.

The Children's Programming Team met to discuss winter/spring programming. Ideas were discussed and program assignments handed out.

The Battle of the Books (BOTB) Title Selection Committee, including CPT members **Peggy Errington, Kerra Alessi, Mary Ann Budny** and **Paula Klocek** met to determine the titles for 2012. Next year for the first time in the BOTB history, there will be a Battle of the Books Kid's Choice selection. Children will be able to vote (from a selection of 3 titles) for the 5<sup>th</sup> title in the BOTB competition. **Meagan Carr, Kathy Goodrich** and **Kasey Mack** will be creating a survey monkey that will be placed on the B&ECPL webpage, Facebook and Online Winter Reading Challenge where the children can vote for their favorite title.

November was an active month for school library tours at Central, including a visit from Enterprise Charter School's 5<sup>th</sup> grade on November 4<sup>th</sup>. **Kerra Alessi** and **Mary Ann Budny** provided the tour and gave the students their first library cards. After the tour, the students were able to select books to borrow. The Bennett Park Montessori's 4<sup>th</sup> and 6<sup>th</sup> grade classes visited on November 9<sup>th</sup>. **Kerra Alessi** and **Mary Ann Budny** again provided a tour of the Central Library. On November 10<sup>th</sup>, the Bennett Park Montessori preschool made their monthly visit to the Central Library. **Wanda Collins** (with **Meagan Carr** and **Paula Klocek** observing) presented a Stinky Storytime to the delight of the young students.

School #6 seventh grade ESL students visited the Central Library on November 16<sup>th</sup> for a tour and to receive their first library cards. **Mary Ann Budny** and **Kathy Goodrich** led the tour. For many of the students this was their first visit to a library.

On November 17<sup>th</sup>, **Kerra Alessi** and **Cyndy Lenzner** gave 40 first grade students a brief tour of the Central Library. After the tour the children listened to stories and made a squirrel mask to take home. On November 18<sup>th</sup>, **Mary Ann Budny** gave a tour and read stories to 2<sup>nd</sup> grade students of the Elmwood Village Charter School.

Also at Central in November, along with class visits and library tours, were the regularly scheduled programs. Miss Nancy's "Hold my Hand" story hour officially ended on November 16<sup>th</sup>; however, the teachers and children from Bethel Head Start enjoyed this story hour so much it was extended for this group until December. "Minute to Win It" took place on November 12<sup>th</sup>. Only 1 teen was in attendance and he and **Kerra Alessi** competed in most of the games. On November 19<sup>th</sup>, the Pizza Lovers Book Club met for their monthly meeting. This month the theme was Thanksgiving and **Mary Ann Budny** led the discussion about food books. Twenty-three children made a turkey out of an apple, cranberries and marshmallows. The always popular Lego Club with **Kasey Mack** returned on November 26<sup>th</sup>. Thirteen children worked cooperatively to create a futuristic city.

"Count the Pretzels" was the November guessing jar contest and 50 children entered. Alison Kolaga had the closest guess (287 - actual number 300). She won a Babar bag filled with bookmarks, pencils, the pretzel jar and a box of cookies.

Some highlights of System programs include the special programs for children and families featuring "Goodnight Sleep Tight," "Stinky Storytime," "Fall Cookie Decorating" and "Diary of a Wimpy Kid Book Release Party." Teen specials were "Minute to Win It" and "Rick Riordan - *Son of Neptune* Book Release Party." These programs were presented at various locations throughout the Library System.

The Cookie Decorating program has been particularly successful and this month's fall themed program proved no exception. Children decorated cookies at the East Aurora, East Clinton, Lakeshore and Hamburg Libraries. At each program, children discussed facts about cookies and listened to stories about cookies and sharing. Each child decorated 4 cookies (2 were turkey cookies and 2 had fall colors).

The latest book in the Wimpy Kid series, - #6 - *Cabin Fever*, was released on November 15<sup>th</sup>. This was celebrated with a book release party at the Lancaster, Niagara and Newstead Libraries. At this program the children talked about Jeff Kinney and played Wimpy Kid trivia. The favorite part of the program was the Toilet Toss game. In this game the kids competed by throwing mini-cereal boxes into a garbage can topped with a mock toilet seat. A good time was had by all!

Story hours for children under 5 years old continue to be the best attended programs on the CPT schedule. For many libraries, November was the last scheduled preschool until the first week in February. At one Lackawanna preschool, Librarian **Wanda Collins** presented a Thanksgiving program.

Lapsit programs were held at the Clearfield, Alden, Angola, Lancaster and Audubon Libraries. The Book in Hand kits are a valuable resource for this program. Children and parents are able to "read along" with the librarian. At one of the Clearfield Lapsit programs, **Wanda Collins** used the Jesse Bear Book in Hand kit. At the Angola Lapsit, **Kasey Mack** incorporated the Angola's "play parachute" into the program.

Toddler programs took place at the Lackawanna, Williamsville and Audubon Libraries. Each program consisted of stories, activities and a craft to make and take home.

Children's Programming staff also continues to present stories, songs and puppets to children at the YMCA at Family Court.

Children's Programming Team member **Peggy Errington**, West Cluster Buffalo Branches Manager **Linda Rizzo**, East Cluster Buffalo Branches Manager **Nancy Mueller**, along with Branch Managers **Sandra Williams Bush** and **Kathy Galvin** met with First Hand Learning staff to set up evaluate learning environment programs at Central and several City Branch libraries for teen mentor students participating in TEAM (Teens Engaged as Mentors) F.A.M.E. (Fun and Making Experiments) which met weekly throughout the fall.

### **Buffalo City Branches**

- Explore & More Children's Museum from East Aurora presented a children's program, "Make your own Kaleidoscope" at the Frank E. Merriweather, Jr. Library on November 7<sup>th</sup> and 14 children participated. The program was funded by The General Mills Foundation.
- On November 10<sup>th</sup>, part-time Librarian **Laura Ryan** began her first in a series of craft night programs for children at the Merriweather Library with a total of 10 children participating in making a Thanksgiving craft.
- The first in a series of bimonthly career awareness programs for youth took place on November 19<sup>th</sup> at the Merriweather Library when Niagara Falls Air Reserve Lt. Col. Patrick E. Campbell spoke about his job and career path as a pilot and commander of the 914<sup>th</sup> Operations Support Squadron. The programs are sponsored by retired Buffalo teacher Eva M. Doyle and will include representatives from a variety of professions.
- The 1930's housing display was taken back to Central from the Merriweather Library after a 6-week loan period. The display generated a lot of interest -- several patrons remembered living in the area and encouraged others to come in to see the display.

- East Delavan Clerk **Stephen Carson** reorganized the ongoing book sale and created flyers for the upcoming Explore & More program which will also be on the Facebook page.
- East Delavan Branch Manager **Gwen Collier** met with William Rogers from TEAM F.A.M.E. and library partners to provide feedback about how to improve attendance for the program.
- Lego Club continues at East Delavan Library (EDL). Lego Club ran 4 Wednesdays in November with a total of 31 participants.
- East Delavan continues to put the Wii out on Saturdays from 12-2 p.m. The Wii program was conducted twice this month with 17 participants.
- In cooperation with Read to Succeed Buffalo (RTSB), East Delavan Library is featuring a story hour which is open to the public, but is geared to RTSB partner day care centers. The program is facilitated by **Nancy Smith** from the Children's Programming Team and Felicia Santiago from RTSB. Every Friday the children are here from 10 a.m. until noon. The program includes stories, songs, crafts and a lunch is provided by Read to Succeed. Central Senior Page Miss Nancy provided a Thanksgiving themed program to the Read to Succeed participants.
- **Gwen Collier**, RTSB Outreach Coordinator Deborah Porter and **Nancy Mueller** met on November 21<sup>st</sup> to discuss upcoming participation of the East Delavan Branch Library in the launch of the Dolly Parton Imagination Library (DPIL) program which is at the headquarters for RTSB on December 10<sup>th</sup>. **Nancy Mueller** will attend this program kick-off with informational packages about B&ECPL programming library card registration forms and giveaways. A follow-up story hour with "Spin-a- Storyteller" Sharon Holley has been confirmed for December 17<sup>th</sup>. While DPIL is only available to residents birth to age five in the 14215 zip code, the special story hour on December 17<sup>th</sup> is free and open to the public with registration.
- **Gwen Collier** has provided outreach services to Bethel Headstart this month with approximately 90 participants. She also provides readers advisory and collection kits to Sade Cathey of Bethel Infant of Prague. Cathey appreciates this service and has used it 3 times.
- **Stephen Carson** and **Gwen Collier** of the East Delavan Branch Library processed approximately 50 new library cards from the Westminster Charter School Open House.
- East Delavan Branch Library adult computer classes continue with rotating participants. There were 4 classes held this month. The computer class is facilitated by Kim McCarty, Buffalo Public School teacher. The fall session will run 10 weeks.
- Hawk Creek Wildlife Refuge staff stopped by for a "Talk on the Wild Side" on November 5<sup>th</sup> at the Dudley Branch and entertained 25 people in the community room. The presenter had a porcupine, an owl, and a turkey vulture (named "Barf") to educate the audience about their habitats.

- Preschool story hour wrapped up for the fall at the Dudley Branch on November 14<sup>th</sup> with 21 dedicated parents and children attending for the final 2 sessions.
- Library Director **Mary Jean Jakubowski**, Public Affairs Manager **Joy Testa Cinquino** and **Nancy Mueller** were on hand November 14<sup>th</sup> to congratulate the B&ECPL's longest library card holder, Martha Pendergast, who received her first card with the library 80 years ago. She's 93!
- Dudley Library Branch Manager **Suzanne Colligan** visited the St. Agatha's Head Start program on Abbott Road this month to read a story and bring books for 34 children on November 28<sup>th</sup>.
- Dudley Senior Page **Kate Shea** and volunteer Chelsea Hausrath (former Senior Page) began installing a holiday window to add curb appeal to the library.
- East Clinton Branch had 6 school-age participants for the special storytime and Cookie Decorating program held this month.
- Two patrons attended the Resume Creation Cyber Train class at the East Clinton Library. The class was taught by Librarian **Tom Carloni** from Central.
- **Nancy Mueller** attended RTSB's monthly meeting on November 15<sup>th</sup>.
- **Nancy Mueller** attended an Erie County Records Management meeting on November 16<sup>th</sup> at Erie County's new Records Storage Center on William Street in Cheektowaga. Nancy is the Records Manager for the B&ECPL System.
- The Crane Branch Library had numerous programs this month including 3 computer classes, Wordflight, Graham Cracker Houses, Stinky Storytime, Book Club, and Storytime with Miss Nancy.
- Crane Senior Page **Alicia Paolucci** created another sweet snowman window display to replace the "Oh the Horror" window display which the public voiced praise over and over. Again, we are so lucky to have her on staff for her wonderful artistic talent and personality. The public simply loves her work.
- The Children's Programming Team offered preschool storytime twice in November at the Niagara Branch. Both sessions were attended by 2 classes of preschoolers from School #3. The fall session ended on November 18<sup>th</sup>.
- Library Associate **Tami Linkowski** has been offering "Just-in-time" craft programs for children in the library during otherwise quiet evenings and Saturdays. The children are always looking forward to what they will make next. She has participants from preschoolers all the way up to teens. This month, they made snowmen, greeting cards and helped to decorate the building.
- Meeting room users at Niagara this month were: DaVinci Dancers, Somali Bantu Association, Citybration, Burmese Community, the Homeschool Association, VESID, 101 Illuminating Ideas, and Let's Go to the Library. Literacy Volunteers SES tutors began using the meeting room on Tuesday and Thursday evenings, which will continue through the school year.
- Through the initiative of Page **Kelly Zenger O'Brien**, contact was made with Journey's End ESL teacher Tim Hartigan regarding Journey's End adult students

utilizing public computer training at the Riverside and Niagara Branches. Classes have been arranged for Riverside in February. The Niagara Branch will be offering classes for the April/May session.

- Displays at Niagara Branch in November included Thanksgiving, Native American History Month and Craft Bazaar. Craft Bazaar is a collection on loan from Central.
- **Kathy Galvin** submitted a booklist for the Page Turners page on "Exploration and Adventure." The annotations were written by Niagara Pages **Taylor Harding** and **Kelly O'Brien**. They did a great job. The Page Turners feature on the Library's website should be in for additional exposure in the future because it has a more dominant place in the new web catalog.
- **Nancy Smith** from the Children's Programming Team held preschool storytime at North Park on November 7<sup>th</sup> from 10:30-11:30 a.m. All of the children who attended were read a story by the always entertaining Miss Nancy, danced like crazy and did a craft to end their storytime.
- North Park Sr. Page **Sarah Barry** ran the Crazy Craft Monday program on 4 Mondays in November. On Monday, November 7<sup>th</sup>, everyone made cool Tie Dye scarves! On Monday, November 14<sup>th</sup>, they painted hand turkeys complete with goggle eyes! On November 21<sup>st</sup>, the kids created turkeys from paper towel rolls and construction paper cutouts of their own hands. On November 28<sup>th</sup>, the children helped create a North Park banner which now hangs in the Children's section. In total, 33 children and 10 adults attended the programs.
- On November 16<sup>th</sup>, at the North Park Library, Explore & More presented Cool Constructions which ran from 5-6 p.m. The children who attended built their very own dream house from Styrofoam and other materials. Ten children and 4 adults attended the program.
- On Friday, November 4<sup>th</sup>, Riverside Branch Manager **Brian Hoth** made his monthly visit to Niagara Daycare and presented a program on Thanksgiving to 3 classes of 16 preschool students and their teachers. The children heard stories, sang songs, and made a turkey craft.
- On Wednesday, November 16<sup>th</sup>, **Brian Hoth** made his monthly visit to Holy Cross Head Start and read stories to 7 classes of 146 prekindergarten children and their teachers. Mr. Brian read stories about community helpers. Afterwards, he and the children practiced Stop, Drop, and Roll. He also dropped off 7 classroom collections.
- Computer classes were held at Riverside for adults on 3 consecutive Thursdays during the month. *Computer Basics* was held on November 3<sup>rd</sup> with an attendance of 4; *Word Basics* on November 10<sup>th</sup> with an attendance of 4; and *Internet Basics* on November 17<sup>th</sup> with an attendance of 6. Technical Specialist **John Sloma** taught the first class and Technical Services Librarian **Tom Carloni** taught the second and third classes. Tom was assisted by Technical Specialists **Ken Bond** and **John Sloma** respectively. All those who attended said the classes were very informative and want future classes scheduled.



- Riverside Senior Page **Leah Brown** created book displays appropriate for upcoming holidays. Pages **Brittany Snead** and **Caitlin Goodrich**, along with Senior Page **Leah Brown**, put up holiday decorations.
- On November 10<sup>th</sup>, **Nancy Mueller** and **Linda Rizzo** attended a Read to Succeed reception. **Nancy Smith** was also in attendance as a guest of Felicia Santiago, Early Childhood Specialist with Project Care. Anne S. Ryan, Executive Director, along with staff and Board Members, presented RTSB's strategic plan for the next five years, which includes a focus on early childhood literacy.
- On November 15<sup>th</sup>, **Linda Rizzo** attended the Riverside Business Association meeting.
- On November 16<sup>th</sup>, **Sandra Williams Bush**, **Kathy Galvin**, **Gwen Collier**, **Nancy Mueller**, **Peggy Errington**, and **Linda Rizzo** met with Bill Rogers, David Hartney, and Erik Daniels, leaders of the science program held at the Central Library and Niagara, Merriweather, and East Delavan Branches. These TEAM F.A.M.E. organizers requested feedback from staff to evaluate their program to date and discuss its possible future.
- On November 21<sup>st</sup>, **Brian Hoth** met with Rita from AARP-Tax Counseling regarding tax preparation services to be held at the library.
- **Brian Hoth** contacted Tim Hartigan, an ESL teacher with Journey's End Refugee Services, Inc., regarding scheduling computer classes for Work-Readiness students. An *Internet Basics* class is scheduled for Thursday, February 9<sup>th</sup> to acclimate them in internet searching techniques. A focused job search class, taught by the instructor, is scheduled for Thursday, February 16<sup>th</sup>.

**North Collins Public Library** – submitted by Mary Muscarella, Library Manager

We have enjoyed a busy, beautiful fall here at the Town of North Collins Public Library. In the beginning of the season we had a visit from our favorite 'animal guy', Jeff Musial, who brought a variety of wildlife for approximately 70 people to learn about and enjoy. Our annual fundraiser 'Celebrate North Collins!' was held in September. It included a huge Chinese auction, a bake sale, pumpkins, balloons, hot dogs and chili for sale. As usual, the community showed their support for the library and helped to make this event very successful. Ten very enthusiastic children were treated to a 'Spooky Story Time', presented by staff from the Children's Room in early October. We had 14 people here to watch the October movie - *Zookeeper*, and 10 to watch the November movie - *Cars 2*. Computer classes were held in October and November, and the patrons really appreciate this free service provided by the library. Computer usage continues to increase, and we recently purchased 2 laptops for public use.

Ongoing events at our library include: toddler/preschool storytime on Friday mornings, an 'American Girls' Book Club, and the 'First Edition' Book Club. Our Sunday Café is always a popular place for people to come and enjoy a cup of coffee or tea and some treats, watch sporting events and read the Sunday paper. We also have

monthly Family Movie Nights and a very popular monthly guessing jar. This fall we added an artificial fireplace in our reading area, and patrons are really enjoying the warmth and ambiance. We are looking forward to our annual Graham Cracker Houses program with Explore & More Children's Museum on December 11<sup>th</sup>, a computer class on December 13<sup>th</sup>, and a book sale from December 14<sup>th</sup> - 19<sup>th</sup>. Best wishes to all for a wonderful 2012.

**Town of Tonawanda Public Library** - submitted by Dorinda Darden, Library Director

The Town of Tonawanda Public Library has been busy throughout the fall months with Preschool Story Hour at the Kenilworth Branch provided by Central Librarian **Mary Ann Budny** from the Children's Programming Team with a total of 80 in attendance; Preschool Story Hour at the Kenmore Branch provided by Library Associate **Becky Pieszala** from the Children's Programming Team with a total of 214 in attendance; Adult computer classes at the Kenilworth Branch on *Computer Basics* and *Introduction to Facebook* provided by Central Library Cyber Train staff with a total of 5 in attendance; Adult computer classes at the Kenmore Branch on *Computer Basics*, *Internet Basics*, *E-mail for Beginners*, *Microsoft Word Basics*, *Microsoft Word Intermediate* and *Microsoft Excel Basics* provided by the Central Library Cyber Train staff with a total of 81 in attendance; and the Adult Monthly Journal Group program at the Kenmore Branch presented by Kenilworth Branch Manager **Amy Christman** with a total of 24 in attendance.

Radio Frequency Identification (RFID) is nearly complete at the Kenmore Branch thanks in part to the staff of the Kenilworth and Kenmore Branches and the RFID staff from the Central Library for their hard work in tagging and encoding the material. The tagging and encoding has begun at the Kenilworth Branch. Both libraries should be RFID operated by the spring of 2012.

As we move into the winter season we look forward to seeing the renovations from the New York State Construction Grant awarded to the Kenmore Branch to reconstruct the public area of the library to reflect the changing community needs and to operate more efficiently. Once completed, the library will be more welcoming, replacing an outdated circulation desk, constructing a new children's area and creating space dedicated to public computers. An inviting lounge will afford a quiet and relaxing environment. New entrance doors equipped with automatic door openers will be in compliance with the American with Disabilities Act (ADA).

**Collections: Development and Use**

A Request for Proposal (RFP) for "Books & Non-Print Library Materials and Related Ancillary Services" was prepared by B&ECPL staff and presented for public bid by the Erie County Division of Purchase. The process is being conducted to identify a qualified vendor (or vendors) with the ability to provide library-related publications

and supporting technology to meet the needs of the B&ECPL. Bids are scheduled to be opened on December 9<sup>th</sup>. Following an evaluation process, awards will be determined and contracts issued to insure cost-effective, timely, and reliable print and media purchases.

The *Buffalo News* has asked that the Library provide additional items to their News Store on which the Library receives 20% on reproductions sold. **Amy Pickard**, working with **Joy Testa Cinquino**, has provided input into the items we make available. The list includes images of botanicals, Trouvelot, Curtis Indians, a Sangster Bflo print and the 1475 map of the world.

Collection Development staff responded to 318 patron purchase suggestions and 114 staff suggestions in November.

Freegal Music downloads continue to be popular. In November, 699 patrons downloaded a total of 4,470 titles.

In November, 367 downloadable eBooks were added to the Library's collection.

The Popular Materials Department at the Central Library continues to develop as new shelving is moved to its permanent location and collections are shifted to this more visible area. This November, some of the most popular non-fiction collections were moved to the front of the library. The Small Business Collection, Job hunting, Civil Service Information, College and High School Exam and Financial Aid materials have all been moved to an easy to find location in the Popular Materials Department. Also responding to patron requests, a new Biography section has been established on the shelving behind the Ring of Knowledge. Approximately 300 titles about the most noted personalities in history, art, science and pop culture can now be found in an easy browsing area.

This November, Information Services & Outreach Librarian **Bruce Weymouth** completed the GPO/FDLP biennial survey and discarded 477 Government documents in accordance with FDLP policy.

Throughout November, Information Services & Outreach Librarian **Andrew Maines** created and submitted orders for new and replacement materials for the Holding Center and the Erie County Correctional Facility. Senior Clerk **Doreen Sajecki**, working from request forms by correctional librarians, has also been submitting yearend book orders for Wende, Gowanda and Collins Correctional Facilities.

Children's Programming Team collection developers **Peggy Errington**, **Kathy Goodrich** and **Kerra Alessi** continue to order children's and teen materials for all System libraries.

The opportunity to “Suggest an Item” through the library catalog continues to be very popular with teens.

**Peggy Errington, Kathy Goodrich** and **Kerra Alessi** attended a meeting with adult selectors and Acquisitions staff for evaluation of current vendor collection development management tools in advance of a new vendor bid cycle in 2012.

East Delavan Branch Library is receiving new items from the Collection Development Team on a regular basis and Branch Manager **Gwen Collier** believes the branch is meeting the needs of the community. This month, Gwen created a survey to determine if patrons would like the *Buffalo News* available at the East Delavan Branch Library and the response was yes! Chief Operating Officer **Carol Batt** insured that all City Branches will be receiving The News. The survey was in response to a comment form from an EDL patron sent to **Joy Testa Cinquino**.

East Delavan Clerk and Page Supervisor **Stephen Carson** are re-labeling the magazine section to reflect current holdings. The *Challenger*, *Art Voice* and *Criterion* will also be included in this new area. It is a goal of **Gwen Collier** to increase the serials budget so that East Delavan can have a more diverse magazine collection.

**Nancy Mueller** and East Clinton Manager, LA **Susan Carson** worked together to purchase adult and juvenile non-cataloged paperbacks for the East Clinton Branch Library.

Dudley Library's Principal Clerk **Michelle Miles** coordinated a weeding project to alleviate tight shelving conditions. Dudley discarded items and sent 56 to Institutions. The book sale received some discarded items that totaled up as follows: 100 adult fiction, 175 adult paperback, 55 children's paperbacks and 110 CD's.

Dudley's Branch Manager Librarian **Suzanne Colligan** ordered new children's and adult paperbacks with funds that were provided from Collection Development.

Crane Library continues to receive adult paperbacks this month and the area is looking much better. Adjustments to the shelves need to take place for the larger paperbacks.

From the “Cyber Monday Collection Development” fund, each branch ordered \$500 worth of adult non-fiction material; Crane chose areas in the collection that were weak – grammar, HQs, religion, certain crafts, photography, etc.; Riverside selected Civil Service exam, business start-up, and math books.

The Crane Branch Library created a holiday display area.

**Sue Lopatriello** and **Kathy Galvin** weeded the television series DVD's this month at the Niagara Branch Library. An order of about 50 new and replacement DVD titles was submitted to the Collection Development Team in mid-November. In late October we switched a sample collection of DVD's with the Boston Free Library to mutually refresh our selections. Boston sent Niagara 130 DVD's. A few of them were duplicates that were sent back immediately, but after that all but 10 of the DVD's had circulated within a 2 week period. Thank you **Laura McLeod** and Boston staff!

A Riverside patron donated 300 gently used DVDs of various popular movie titles which were processed and added to the collection.

## 2. FUNDING

### Finances

The Erie County Legislature at its annual Budget meeting December 6, 2011 voted 13-1 in favor of a package of budget amendments and adopted a 2012 Erie County Budget. Shortly thereafter, County Executive Chris Collins indicated in a statement to the press that he would not veto any of their changes.

The adopted budget amendments include restoring Central Library maintenance functions, Central Library utilities, and Buffalo Branch maintenance functions to the Library's 2012 budget. The utility costs and maintenance functions had been proposed to be transferred to the Erie County Buildings and Grounds Department.

The budget amendment reverses the transfer of functions and restores library utilities and maintenance staffing to their present (2011) levels. This restoration, valued at \$1.7 million, will result in no change to Erie County's property tax rate of \$5.03 per \$1,000 of equalized full market value (the same rate used in 2009, 2010 and 2011).

The County Adopted Budget also includes a \$2,000,000 interfund revenue subsidy allocation which, combined with the maintenance restoration, fringe benefit savings, fundraising efforts, a \$550,000 reduction to the Library Materials budget, and use of just under \$538,000 in fund balance would allow all libraries to maintain their current public service open hours and staffing in 2012. With this budget we anticipate that there will be NO layoffs in 2012. It does not, however, provide funding to restore the 98.5 weekly service hours and related staffing and other reductions that occurred as part of the 2011 budget process.

The total County Property Tax Levy will remain unchanged from the 2012 County Proposed Budget at \$237,692,831, which is up 1.07% from 2011's levy of \$235,182,208 reflecting growth in the full value property tax base. The allocation of the tax proceeds between the County General Fund and the Library Fund will change as follows:

Property Tax Component	Exec. Proposed	Legislature Adopted
County General Fund	\$219,520,998	\$217,820,374
Library Fund	<u>\$ 18,171,833</u>	<u>\$ 19,872,457</u>
<b>Total County Property Tax Levy</b>	<b>\$237,692,831</b>	<b>\$237,692,831</b>

A chart showing estimated County and New York State funding trends is attached at the end of this report for your information.

The Library Board of Trustees will be meeting to consider and adopt the Library's 2012 budget at its meeting on December 15, 2011.

### **Fundraising**

From **Joy Testa Cinquino**, Development Communications Department: a 100,000 piece yearend solicitation letter has been sent in 2 different batches. The first group of mailings (sent on 11/23) went to past library donors and those who asked to join our mailing lists. The second group of donors (sent 12/5) was from a purchased list. To date we have received more than 500 responses representing \$14,650 in donations. **Debra Lawrence** and **Linda Bohan** have wrapped up the entire acknowledgement process for the Gala. Letters were sent to sponsors, table holders, gift gathering donors, single ticket buyers and inkind donors. The Gala raised \$148,282 gross, the net amount \$95,817 will go toward system-wide programming.

The *Bucks For Books* campaign continues to receive donations although the promotion officially ended on October 30<sup>th</sup> and the final acknowledgement ad ran in the *Buffalo News* on November 14<sup>th</sup>. In total, 1,791 donors contributed \$259,374 which will all go toward print books in the 2012 budget. Of particular note, 400 donations came through the Library's online giving, representing more than \$32,000. For a first time effort with the new Raiser's Edge online software tools, the learning curve was great - Debra and Linda are to be commended.

## **3. OPERATIONS AND INFRASTRUCTURE**

### **Technology**

E-Library, the replacement catalog for Web2, made its public debut on Wednesday, November 29<sup>th</sup>. The new interface <http://bit.ly/vCXFFf> includes enhancements such as visual search options; integrated Best Seller, Awards, and Recommended Reading lists; the ability to track a holds queue position; special search forms for media items; and lists of new materials. Patron feedback helped to identify several features that are being updated to provide a more user-friendly interface. This new catalog insures that the

B&ECPL is operating on the state-of-the-art SirsiDynix platform and will allow for additional feature enhancements.

The City of Tonawanda is live with RFID self-check stations and gates.

All B&ECPL libraries successfully submitted the 2011-2012 National Public Library Funding and Technology Access Survey. The survey builds on previous studies conducted since 1994 by Drs. John Carlo Bertot of the Center for Library & Information Innovation at the University of Maryland and Charles R. McClure of the Information Use Management and Policy Institute at Florida State University. Data from the study will help the Library support efforts to inform and educate stakeholders about the value of libraries and issues related to sustaining public library technology services.

Webpage master **Terri Dickson** began a 6-week ALA eCourse "Using Drupal to Build Library Websites" on November 7<sup>th</sup>. Drupal is an open source content management tool that allows users to build complex websites without extensive programming. During the course, participants will build an attractive, functional library website. This training will position the Library to develop a functional replacement Intranet for staff use and information.

Library IT Administrator **Stephen Hovey** was instrumental in developing the software for an Internet-based data entry form to compile *System Goals and Objectives* projections for all 37 libraries. The online form allowed for individual library data entry which was then filtered into a tabulation table to compile aggregate System statistics. The form has future capacity with the ability to provide and display annual updates until the final 2014 completion.

**Stephen Hovey** met with staff members **Kathy Smith, Meg Cheman, Kelly Donovan** and **Maria Borowiak** to review and assess statistical data that is used by the Library in several different capacities, including monthly reports and NYS reporting requirements. Examples include circulation, door counts, program attendance and computer use. Input forms will be developed to eliminate duplicate data entry and formulaic errors.

The Information Technology (IT) staff set up virtual server images of branch servers for disaster recovery. These backups will help provide a seamless and much quicker alternative to restore services in the event of a server malfunction or breakdown.

**Carol Batt** participated in a telephone conference call with EnvisionWare, Inc.'s CEO, Mike Monk, on November 21<sup>st</sup>. EnvisionWare provides the Library's RFID technology. Several major staff changes on the vendor side precipitated the call to insure a smooth transition and appropriate r-level support.

**Meg Cheman** worked with CollectionHQ, the provider of a collection maintenance tool currently being customized for use in all our libraries. Libraries will be able to access this tool individually and develop reports for the particular collections they wish to review. This tool should greatly enhance our ability to make informed decisions about our collections and their use. **Maureen McLaughlin** and **Johnny Hsu** were instrumental in providing the data to our collections. Initial training will occur shortly and subsequent training will be developed for all libraries.

Throughout November, Programming & Outreach Librarian **Hadeen Stokes** updated and edited the Library webpage to reflect recent additions and removals of databases, subject guides and mobile apps associated with its online resources.

### Staff Development

**Dawn Peters** has been appointed Assistant Deputy Director – Public Services. Mrs. Peters began her relationship with the B&ECPL in 1984 as a page at the Riverside Branch Library. After receiving her Master of Library Science from SUNY Buffalo in 1991, she has worked in outreach, the Buffalo City branches and extensively in B&ECPL's Technical Services Department before her appointment as director of the Orchard Park Library in 2007. Mrs. Peters assumes her new duties on December 3<sup>rd</sup> and succeeds Ann Kling, who retired in September.

Senior Page **Stephen Sturgeon** joined Grosvenor Room staff November 19<sup>th</sup>.

On November 5<sup>th</sup>, Information Services welcomed Senior Page **Emily Paulausky** to the Computer Desk Team.

Part-time Library Clerk **Beata Yamin** joined the East Clinton Library replacing Library Clerk **Carole Carroll** who is now at the Niagara Branch Library.

Deputy Director, Chief Operating Officer **Carol Batt** attended a worker misclassification workshop "When are Independent Contractors Actually Employees?" on November 1<sup>st</sup>, sponsored by Hodgson Russ LLP.

In November, 6 training classes were conducted by members of the Technology Training Team for 28 staff members at the Central Library with an overall satisfaction rating of 5 out of a possible 5. Attendee comments included: "Loved learning Skype!"

On November 9<sup>th</sup>, Library Information Technology Administrator **Stephen Hovey** and Librarians **Maureen McLaughlin** and **Kelly Donovan** attended the NISO-sponsored webinar, "New Discovery Tools: Moving Beyond Traditional Online Catalogs."



Technical Services Manager **Jennifer Childs** attended a Preservation Committee meeting on November 16<sup>th</sup> at the Western New York Library Resources Council (WNYLRC).

**Kelly Donovan** attended her first meeting as a member of the WNYLRC Continuing Education Committee on November 16<sup>th</sup>.

**Jennifer Childs** and **Maureen McLaughlin** met with members of the Collection Development Team to discuss their experiences with the Library's major materials vendors. The Team's assessment of each vendor's online interface, collection tools, selection lists, and attention to customer service will be used in the evaluation of proposals submitted for the Book & Non-Print Library Materials and Related Ancillary Services RFP that was posted in early November.

**Angela Pierpaoli** trained **Meg Cheman** and **Roseann Hausrath** on databases on November 18<sup>th</sup>. Training will continue until both are fully versed in the technical administration of the databases.

Human Resources /Labor Relations Officer **Jeannine Doyle** and Human Resources /Workforce Development Officer **Doreen Woods** met with Erie County Risk Manager Timothy Benten on November 29<sup>th</sup> to review issues surrounding application of the federal Family and Medical Leave Act.

Numerous B&ECPL librarians attended the New York Library Association (NYLA) Annual Conference in Saratoga Springs, November 2 - 5. The title of the Conference was "New York Libraries Rock!" **Doreen Woods** appeared as part of the annual NYLA panel workshop "And I STILL Don't want to Talk About It" on November 5<sup>th</sup>. Grosvenor Room Librarian **Carol Pijacki**, along with panelists Aaron Friedman, Make Music NY, and Lambert Shell, Queens Public Library, presented the topic Making Music at Your Library: why music programs and collections are important to have in our communities, plus ways to hold affordable music programs.

Members of the Development and Communications Department attended a webinar with Blackbaud on the subject of processing recurring online gifts and running status reports for online donations.

Grosvenor Room Librarians **Charles Alaimo** and **Carol Pijacki** and Grosvenor Room Manager **Claudia Yates**, attended a "Fundamentals of Digitization: Handling Collection Materials During Digitization" webinar on November 15<sup>th</sup>.

Grosvenor Room Librarians **Rhonda Konig**, **Carol Pijacki**, **Charles Alaimo** and **Claudia Yates** attended a "Fundamentals of Digitization: Reformatting Scrapbooks"

webinar on November 17<sup>th</sup> and a “Fundamentals of Digitization: Digital Disaster Planning” webinar on November 22<sup>nd</sup>.

On November 7<sup>th</sup>, Information Services & Outreach Librarian and e-Branch Manager **Tim Galvin** attended an EBL eBook platform presentation at WNYLRC.

At the November 9<sup>th</sup> Managers and Directors meeting, the Database Committee hosted a database resource fair. Librarians **Meg Cheman, Angela Pierpaoli, Dorinda Darden, Ken Wierzbowski, Hadeen Stokes, Kristine Sutton, Linda Rizzo** and **Pat Covley** each presented information about a library resource. Librarian **Kathy Smith** solicited database vendors for giveaway items to enhance the presentations.

Children’s Programming Team members **Peggy Errington, Kerra Alessi, and Kathy Goodrich** attended the Erie 1 BOCES Fall Conference: “The Book Whisperer – Metamorphous, Turning Dormant Readers into Gifted Readers”.

**Kathy Goodrich** participated in the webinar: “How Screen Time Impacts Toddler and Preschoolers” on November 15<sup>th</sup>.

The Children’s Programming Team hosted the fall Youth Services Group meeting on November 30<sup>th</sup>.

The *Black Chamber of Commerce of Western New York* hosted its awards banquet and fundraiser on November 5<sup>th</sup> in Delaware Park’s Marcy Casino. Honorees included Assemblywoman Crystal Peoples-Stokes, D-*Buffalo*; Ellicott Council Member Darius G. Pridgen; and **Sandra Williams Bush**, Branch Manager of the Frank E. Merriweather Jr. Library.

**Sandra Williams Bush** attended the National Black Storytellers Festival and Conference November 16-20 in Atlanta, Georgia.

Niagara Branch Page **Taylor Harding** wrote a review of the Clive Barker young adult series *Abarat* for the B&ECPL Staff Review Section of *Buffalo Rising*. It appeared the week of November 21<sup>st</sup>. Librarian **Pat Covley** also contributed a book review for the *Buffalo Rising* website in November.

Niagara Branch Manager **Kathy Galvin** attended the fundraiser for Literacy Volunteers “Cocktails in Character” on November 1<sup>st</sup> at Shea’s. This was a very fun event for a good cause.

#### 4. COMMUNICATIONS AND COMMUNITY RELATIONS

##### Media Coverage / Media Releases

West Seneca Bee Publications ran a half page article touting the partnership between the West Seneca Library and the West Seneca schools. Schools in the district participated in “Library Card Signup” during September and October with the school obtaining the most card holders winning a prize. Thank you to West Seneca Public Library Director **Cathy Foertch** and her team for helping to make this a success.

Media releases were sent out for the longest library card holder, Martha Prendergast (11/14) and the Winterfest Children’s Event (11/28) . The Library also responded to the *Artvoice* blog on November 18<sup>th</sup> regarding inaccuracies in an article about construction grant funding for the second floor at Central. We also responded to a *Letter to the Editor* from the League of Women Voters that was printed in the *Buffalo News* on December 6<sup>th</sup>.

Patron comments via the website and hardcopy numbered 60+ in the past month with a majority of the comments concerning the Library’s move to a new enhanced catalog. Patron concerns were quickly addressed. The writer received a response and in many cases a solution to their original concern.

**Kelly Donovan** and **Maureen McLaughlin** met with **Joy Testa Cinquino** on November 29<sup>th</sup> to begin transitioning the Library’s social networking site responsibilities from the Technology Support staff to the Development and Communications Office.

Notice of the November 16<sup>th</sup> program *Diary of a Wimpy Kid Book Release Party* appeared in Councilmember David Rivera’s online newsletter *Announcements and Updates from the Niagara District*.

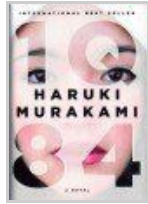
Early in November, the Niagara Branch sent pictures from their October events (Read for the Record/llama and the Halloween party) to local legislators along with an accompanying letter. Pictures were sent to Councilmember David Rivera, State Senator Mark Grisanti, State Assemblyman Sean Ryan and outgoing Erie County Legislator Maria Whyte.

##### **Library 2.0: Facebook.**

The Buffalo & Erie County Public Library – Central Library Facebook page has 2,787 fans, up from 2,748 in October; an increase of 39 fans. The overall number of “likes” totals 2,782. In addition to the usual event announcements, November Facebook posts included:



[Buffalo & Erie County Public Library - Central Library](#) Tons of buzz about Haruki Murakami's new novel "1Q84." Are you going to read it (all 925 pages)?



[Kristine Esch Kasbohm](#) Yes! I just ordered it this morning.



[Layla Beai ni Yami ne](#) don't know ... I really like Murakami but I feel like something shorter now and I am more on a good 20th century Kawabata novel ..



[Buffalo & Erie County Public Library - Central Library](#) Introducing Our Oldest Library Cardholder! Martha Prendergast received a book bag filled with library goodies at the Dudley Library in Buffalo. She has had a library card for more than 80 year! 93 year old Martha is pictured with her son Joseph, daughter Katherine and Library Director Mary Jean Jakubowski. Congratulations Martha...



[14 people](#) like this.



[Laura Gravis-Lautner](#) That is fantastic!!!!



[Libby B. Maeder](#) Congratulations, Mrs. Prendergast!



[Fran Summerville](#) Congrats!



[Clara Noce](#) What an inspiration to us all! Keep reading Martha.



[Suzanne Jacobs](#) And how many books has she borrowed???

**Library 2.0: Twitter.** The System Twitter page has 2,152 followers, up from 2,073 in October; an increase of 79 followers! In addition to many RTs (re-tweets), tweets mentioning the Buffalo Library included:



[freedomary](#) Mary Burrowes  
[@buffalolibrary](#) Good Luck with the fundraising event ! Libraries r great :)



[t opshel f cooki es](#) Heather Bermingham  
[@buffalolibrary](#) New post. This is not about hockey in any way. It's about libraries and how awesome they are. <http://bit.ly/uVTOAI>

### **Library 2.0: Flickr.**

No new photos were posted to Flickr in November. "All time" photo views totaled 36,220, up from 35,461 in October; an increase of 759.

<http://www.flickr.com/photos/buffalolibrary/>

## **Partnerships**

On November 16<sup>th</sup>, Information Services & Outreach Librarian **Dan Caufield** met with members of the Small Business Development Center to discuss "Business Basics" a workshop which will be presented at Straight Talk, a small business conference held annually in January at the Convention Center. Mr. Caufield will be presenting an overview of library resources which entrepreneurs have found especially useful.

On Wednesday, November 30<sup>th</sup>, **Brian Hoth** spoke with Brittany Kucala and Amy Lawrence of Literacy Volunteers about starting an SES program at the branch.

## 5. SPECIAL PROJECTS

### Re-Imagining

The Re-Imagine Committee met November 7<sup>th</sup>. The consultants worked with **Mary Jean Jakubowski** and **Meg Cheman** this month to clarify and refine staffing needs and building use before the next meeting/presentation.

### Governance Models

A pocket-sized piece providing information about Special Library Districts is being produced in hardcopy for all staff and trustees. Created by Libby Post of Communication Services with input from Attorney Ellen Bach of Whiteman Osterman & Hanna LLP (legal), the B&ECPL Board of Trustees Planning Committee and Administration, the piece will be distributed to all as a helpful educational tool.

LIST of MEETINGS and EVENTS ATTENDED  
by DIRECTOR MARY JEAN JAKUBOWSKI  
November 2011

DATE	MEETING / EVENT
November 1, 2011	Administrative Team Meeting
November 1, 2011	Buffalo Common Council Member Michael Kearns Meeting
November 1, 2011	Senator Mark Grisanti Meeting
November 1, 2011	Senator Michael Rzenhofer Meeting
November 2, 2011	Robert Gioia Foundation Oishei
November 2, 2011	Staff Forum: Q&A w/ Library Director
November 2, 2011	New York Library Association Annual Conference - Saratoga Springs
November 3, 2011	New York Library Association Annual Conference - Saratoga Springs
November 4, 2011	New York Library Association Annual Conference - Saratoga Springs
November 5, 2011	A Rare Affair: GALA
November 7, 2011	Library Strategies International
November 7, 2011	Labor Relations
November 7, 2011	Re-Imagine: Architectural Resources
November 8, 2011	Library Strategies International
November 9, 2011	Library Strategies International
November 9, 2011	Managers/Directors Meeting
November 9, 2011	Interviews: Public Services Administrator
November 9, 2011	B&ECPL Executive Committee Meeting

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November 10, 2011	Buffalo Common Council Member Joseph Golombek, Jr. Mtg.
November 10, 2011	Committee League of Women's Voters of Buffalo/Niagara
November 10, 2011	Librarians Association
November 10, 2011	Buffalo News Photo Session
November 10, 2011	Planning Committee Meeting
November 14, 2011	Presentation longest library card holder - Martha Prendergast Dudley Library
November 15, 2011	Anne Conable
November 15, 2011	Public Services Administrator - Candidate Meetings
November 15, 2011	Whiteman Osterman & Hannna Conference Call - Ellen Bach (call)
November 15, 2011	Kathy Smith
November 15, 2011	Assembly Member Crystal Peoples-Stokes Mtg.
November 15, 2011	Assembly Hearing Discussions: Sheryl Knab, WNYLRC and Tom Bindeman, NIOGA
November 15, 2011	Western New York Library Resources Council (WNYLRC) Board Meeting
November 16, 2011	Communication Services - Libby Post
November 16, 2011	Kenneth Stone
November 16, 2011	Library Budget Hearing - Erie County Legislature
November 16, 2011	Communication Services - Libby Post
November 17, 2011	Communication Services - Libby Post
November 17, 2011	Administrative Team Meeting
November 17, 2011	Communication Services Libby Post and Anne Conable Library Foundation
November 17, 2011	B&ECPL Board of Trustees Meeting
November 18, 2011	Communication Services - Libby Post
November 18, 2011	County Executive Chris Collins
November 19, 2011	Association of Contracting Trustees (ACT) Meeting
November 21, 2011	Legislator John Mills Meeting
November 21, 2011	Buffalo Common Council Member Bonnie Russell Mtg.
November 21, 2011	Webster Szanyi, LLP - Susan McClaren Human Resources
November 21, 2011	Joy Testa Cinquino
November 21, 2011	Conference Call - Whiteman, Osterman & Hanna - Ellen Bach, NYS Division of Library Development Jeff Cannell & Carol Desch
November 22, 2011	Staff Meeting - Special Collections & Rare Book Room
November 22, 2011	Human Resources/Labor Relations/ Workforce Development
November 22, 2011	Young Audiences - Cynnie Gaesch
November 22, 2011	Board of Elections Commissioners Mohr and Ward
November 22, 2011	Medaille College - Pam Jones

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November 23, 2011	Buffalo Common Council Member Demone Smith Mtg.
November 23, 2011	Buffalo Common Council Member Richard Fontana Mtg.
November 23, 2011	Buffalo Common Council Member David Rivera Mtg.
November 23, 2011	Conference Call - Library Strategies International
November 28, 2011	Conference Call - Architectural Resources Peter Murad, etc.
November 28, 2011	Communication Services - Libby Post
November 28, 2011	Whiteman, Osterman & Hanna - Ellen Bach
November 29, 2011	Assembly Committee on Libraries and Education Technology Hearing, Albany, New York
November 30, 2011	Conference Call - Becky Pordum
November 30, 2011	Lawley Insurance - Paul Powell
November 30, 2011	Carol Batt - Directors & Officers, etc. Insurance
November 30, 2011	Whiteman Osterman & Hanna - Ken Peterson

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

Agenda Item H – Unfinished Business. No unfinished business.

Agenda Item I – New Business. None.

There being no further business, on motion by Trustee Horton, second by Trustee Panty, the meeting adjourned at approximately 4:48 p.m.

Respectfully submitted,

Elaine M. Panty  
Secretary