

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 20, 2011

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, January 20, 2011, in the Central Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair
Jack Connors, Vice Chair
Frank Gist, Secretary
Sheldon M. Berlow, Treasurer
Amy Alvarez-Perez
Phyllis A. Horton
Anne M. Leary
Albert L. Michaels
Elaine M. Panty
John G. Schmidt, Jr.
Judith K. Summer
Wayne D. Wisbaum

Absent:

Richard L. Berger
Rick Lewis
Hormoz Mansouri

Chair Sharon A. Thomas called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Agenda/Changes to the Agenda. Chair Thomas entertained a motion to revise the agenda to add Res. 2011-4 to the end of New Business and to add an Executive Session at the conclusion of New Business for the purpose of discussing personnel matters. Trustee Panty moved, Trustee Horton made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of December 16, 2010. On motion by Ms. Leary, seconded by Ms. Panty, the December Minutes were approved as mailed.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Chair Judy Summer offered the following slate of officers and Executive Committee members proposed by the Nominating Committee for 2011: (pending official acceptance by Mr. Lewis; Ms. Summer had not spoken directly to Mr. Lewis, but was informed he will accept when back in town):

Chair - Sharon A. Thomas
Vice Chair - Jack Connors
Secretary - Sheldon M. Berlow
Treasurer - Rick Lewis

In addition, it was proposed that Trustees Anne M. Leary, John G. Schmidt, Jr. and Judy Summer serve on the Executive Committee. Ms. Summer moved for approval, Ms. Panty made a second, and approval was unanimous.

Agenda Item E – Meeting Schedule for 2011. The meeting schedule was included in the Board packet mailing. Ms. Thomas pointed out the February Board meeting is scheduled at the Dudley Branch Library.

Trustee Alvarez-Perez and Trustee Schmidt arrived at approximately 4:10 p.m. and 4:12 p.m. respectively.

Agenda Item F – Report of the Chair. Ms. Thomas referenced the Committee Volunteer Form for 2011 that was included in each trustee's Board packet and asked they be submitted by February 1st. The February Executive Committee meeting has been changed to February 7th at 3 p.m. as two committee members would be out of town on the original scheduled day.

Ms. Thomas updated trustees the \$3 million restoration funds have been transferred and Deputy Director CFO Ken Stone would provide more information later in the meeting.

She reported both she and Judy Summer attended the January 15th ACT (Association of Contracting Library Trustees) meeting where Mr. Stone discussed budget issues and Ms. Quinn-Carey reported on special library districts. She noted there were several representatives from the contract member libraries at the January 19th Planning Committee at the Central Library and she encouraged them to be inquisitive and involved as this is a System-wide process. In addition, she attended a meeting on January 18th with Libby Post, a marketing expert out of Albany who has done work involving establishing library districts. Mr. Connors added Ms. Post has been involved with the creation of public library districts around the state and is working with a few

other library districts that are finding themselves in the same situation we are, dependent upon county appropriations. He noted once a decision is made by the Board, the Library will look further into this and talk to her more about what assistance she can offer. In response to a question by Mr. Berlow, Mr. Connors stated her role/or someone like her would be to lead an advocacy campaign, primarily to educate the community on what is entailed in moving to this model as well as benefits and possible drawbacks.

Ms. Thomas asked for a motion to proceed with forming a Search Committee for a new director as well as volunteers. Ms. Panty made the motion and Ms. Summer made a second, approval was unanimous. The following trustees volunteered to be part of the Search Committee: Amy Alvarez-Perez, Sheldon Berlow, Frank Gist, Anne Leary, Elaine Panty and Wayne Wisbaum. Ms. Thomas noted the entire Board is welcome to sit in on the process. In addition, she is planning to ask one of the Ex-officio Board members who has been through the process before to sit on the Committee. An ACT member will also be invited to sit on the Committee per Ms. Panty's suggestion.

Agenda Item G - Committee Reports.

Agenda Item G.1 - Executive Committee. Mr. Connors reported the Committee met January 13th and Chairwoman Sharon Thomas called the meeting to order at 4:05 p.m.

Mr. Stone provided an overview of the 2010 and 2011 budget documents, including the receipt and accounting for the \$3 million one-time allocation from the County for the 2011 budget. The Executive Committee requested that the Director submit a letter of request to the County for the \$750,000 inter-fund transfer allocation in the 2010 budget that has not yet been received. Ms. Quinn-Carey remarked the letter had not been sent yet, but would be sent soon.

A date for the legislative breakfast/briefing for the state elected officials was set for February 4, 2011 at 8:30 a.m. at the Central Library. Invitations have gone out, and responses are coming in. A briefing for county elected officials has been scheduled for January 27th at 1 p.m. at the Central Library.

As Stanton Hudson is no longer with the Library, Ms. Quinn-Carey will be sending a letter to the Library Foundation regarding termination of the current contract for shared staffing services. The Foundation will be having a meeting to further discuss this. The Library will continue to work very closely with the Foundation and the person selected to assist with the Foundation.

The Committee reviewed the agenda for the January Board meeting.

The Committee went into Executive Session at 5:15 p.m. and came out of Executive Session at 5:45 p.m. No action was taken in Executive Session and the meeting was adjourned.

Agenda Item G.2 – Budget and Finance Committee.

Agenda Item G.2.a – Amend 2010 & 2011 Budgets – Erie County Restoration Funding. Mr. Stone explained this resolution allocates the \$3 million fund supplement provided by Erie County which was received by the Library on January 7th and is available for use. The funds were transmitted as part of the 2010 budget year-end closing and are now fully available for the 2011 budget. This resolution authorizes budgeting those funds and allocating them to restore services and open hours as previously publicized throughout the Library System. Ms. Panty moved and was seconded by Ms. Summer. The motion was carried with a vote of Ayes – 11, Nays – 0, and 1 Abstention by Trustee Schmidt.

RESOLUTION 2011-1

WHEREAS, on December 16, 2010 the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2010-40, the Library's budget for 2011, and

WHEREAS, Erie County's 2011 adopted budget reduced the Library's principal source of recurring operating budget support, the Library Tax Levy, from \$22,171,833 in 2010 to \$18,171,833 in 2011, and

WHEREAS, subsequent to adopting their budget, the Erie County Legislature considered a proposal supported by the County Executive to provide \$3 million in non-recurring funding to allow the Library, in 2011, to retain most of the open hours that would have otherwise been eliminated in 2011 to address the estimated budget gap, and

WHEREAS, on December 23, 2010 the Erie County Legislature unanimously adopted a resolution, Reference COMM. 27E-6 (2010), which amended the County's 2010 Budget to provide \$3,000,000 for disbursement to the Library in the 2010 Budget to be available for use in 2011, and

WHEREAS, on January 7, 2011, the Erie County Comptroller transmitted this funding to the Library Fund as a December 2010 entry booked to "misc. receipts", and

WHEREAS, since the Board's 2011 Budget Adoption occurred on December 16th, after the proposal was announced but prior to the Erie County Legislature's final action, the \$3,000,000 estimated amount was placed in a single lump sum "placeholder" account, on both the revenue and expense side in the 2011 Adopted Budget, and

WHEREAS, now that the actual proceeds have been transmitted, the proceeds need to be allocated into the individual labor, fringe, utility and other operating accounts associated with the restored services, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a 2010 budget amendment, increasing revenue and expense budgets as follows:

SAP Commitment Item #	Revenue#466000	Expense#504999
	Miscellaneous Receipts	Service
Restoration		
Fund 820 Library and be it further	\$3,000,000	\$3,000,000,

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes transfers within the 2011 Adopted Budget as shown on the attached schedule to allocate the restored funding to the individual budget lines needed to implement these services.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2011 Revised Operating Budget Per Res. 2011-1, Including \$3 Million - One-time Restoration

SAP Account	2010 Adopted Budget Plus County Funding Supplement for 2011			2011 Erie County Budget For Library		Library 2011 Budget				
	Library Brd 12/17/2009 Adpt Bdg	Erie Co Com 27E-6 12/23/2010	Combined Total	Library Budget Request	2011 County Adopted	Res 2010-40 Library Brd Adp 12/16/2010	Allocate Restored Funding	Res 2011-1 Library Revised Budget	Change from 2010 Adopted	
									Dollars	Percent
Operating Revenue										
LIBRARY REAL PROPERTY TAX	400020	22,171,833	22,171,833	22,171,833	18,171,833	18,171,833	0	18,171,833	(4,000,000)	-18.0%
OTHER COUNTY AID - CONTRACT			0			3,000,000	(3,000,000)	0	0	n/a
USE OF FUND BALANCE	402190	1,192,126	1,192,126	1,574,126	1,574,126	2,620,874	3,000,000	5,620,874	4,428,748	371.5%
STATE AID-FR LIB INCL INCENT AID	408140	1,769,160	1,769,160	1,743,014	1,743,014	1,743,014	0	1,743,014	(26,146)	-1.5%
STATE AID-TO MEMBER LIBRARIES	408150	254,674	254,674	251,185	251,185	251,185	0	251,185	(3,489)	-1.4%
LIBRARY CHARGES-FINES (Central & Buffalo Libraries only)	419000	373,663	373,663	355,783	355,783	302,416	0	302,416	(71,247)	-19.1%
REFUNDS FROM CONTRACT LIBRARIES	419010	590,461	590,461	537,331	537,331	443,318	0	443,318	(147,143)	-24.9%
RENT RL PROP-AUDITORIUM (Central Library)	420510	7,000	7,000	13,000	13,000	13,000	0	13,000	6,000	85.7%
COMMISSIONS-TEL BOOTH / VEND/FOOD SVC (Central & Buffalo Libraries)	420530	23,868	23,868	27,984	27,984	27,984	0	27,984	4,116	17.2%
OTHER DEPT INCOME-COPIES (Central & Buffalo Libraries)	422000	23,957	23,957	22,170	22,170	22,170	0	22,170	(1,787)	-7.5%
REFUND OF PRIOR YEAR EXPENSES	423000	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0.0%
INTEREST & EARNINGS REGULAR	445030	20,000	20,000	20,000	20,000	20,000	0	20,000	0	0.0%
MISCELLANEOUS RECEIPTS (Central & Buffalo Libraries)	466000	0	3,000,000	3,000,000	23,244	23,244	0	23,244	23,244	n/a
NSF CHECK FEES (Central & Buffalo Libraries)	466010	15	15	15	15	15	0	15	0	0.0%
MINOR SALE OTHER (Central & Buffalo Libraries)	466020	30,000	30,000	28,610	28,610	12,412	0	12,412	(17,598)	-58.6%
MINOR SALE BOOK BAGS (Central & Buffalo Libraries)	466030	2,500	2,500	3,000	3,000	3,000	0	3,000	500	20.0%
MINOR SALE PRINTING (Central & Buffalo Libraries)	466040	34,509	34,509	37,013	37,013	37,013	0	37,013	2,504	7.3%
REFUND CONTRACT LIB. RETIREMENT	466170	0	0	0	0	0	0	0	0	n/a
MISC. DEPARTMENTAL INCOME	467000	4,000	4,000	6,000	6,000	6,000	0	6,000	2,000	50.0%
INTERFUND- REV SUBSIDY (County Aid)	486000	750,000	750,000	750,000	0	0	0	0	(750,000)	-100.0%
SUBTOTAL OPERATING REVENUE	27,257,766	3,000,000	30,257,766	27,574,308	22,824,308	26,707,478	0	26,707,478	(550,288)	-2.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 Revised Operating Budget Per Res. 2011-1, Including \$3 Million - One-time Restoration

SAP Account	2010 Adopted Budget Plus County Funding Supplement for 2011			2011 Erie County Budget For Library		Library 2011 Budget					
	Library Brd 12/17/2009 Adpt Bdgt	Erie Co Com 27E-6 12/23/2010	Combined Total	Library Budget Request	2011 County Adopted	Res 2010-40 Library Brd Adp 12/16/2010	Allocate Restored Funding	Res 2011-1 Library Revised Budget	Change from 2010 Adopted		
										Dollars	Percent
Operating Expense											
FULL-TIME WAGES	500000	9,800,838	9,800,838	9,514,553	9,514,553	6,967,415	1,136,730	8,104,145	(1,696,693)	-17.3%	
PART-TIME WAGES	500010	3,695,876	3,695,876	3,762,712	3,762,712	3,175,242	635,900	3,811,142	115,266	3.1%	
REGULAR PART-TIME WAGES	500020	887,666	887,666	1,250,673	1,250,673	1,238,125	(189,236)	1,048,889	161,223	18.2%	
SEASONAL EMPLOYEE WAGES	500030	107,379	107,379	84,099	84,099	0	0	0	(107,379)	-100.0%	
SHIFT DIFFERENTIAL	500300	18,000	18,000	18,000	18,000	12,000	6,000	18,000	0	0.0%	
HOLIDAY WORKED	500330	18,000	18,000	18,000	18,000	9,000	9,000	18,000	0	0.0%	
OTHER EMPLOYEE PAYMENTS	500350	30,000	30,000	30,000	30,000	20,000	10,000	30,000	0	0.0%	
OVERTIME	501000	275,000	275,000	190,000	190,000	150,000	40,000	190,000	(85,000)	-30.9%	
SUBTOTAL SALARIES & WAGES		14,832,759	0	14,832,759	14,868,037	14,868,037			(1,612,583)	-10.9%	
FRINGE BENEFITS: Include employer costs for Retirement, Medical & Dental Insurance, Retiree Health Insurance, Unemployment Ins and Workers Compensation Expense for all libraries. Detail is listed at the end of this schedule.	502000	6,114,147	6,114,147	6,361,333	6,361,333	6,364,939	645,286	7,010,225	648,892	10.6%	
REDUCTIONS FRM PRSNL SVCS ACCT	504990	(440,000)	(440,000)	(440,000)	(4,940,000)	0	0	0	440,000	n/a	
CONTRACTUAL SALARY RESERVES	504992	0	0	0	0	0	0	0	0	n/a	
TOTAL LABOR AND BENEFIT COSTS		20,506,906	0	20,506,906	20,789,370	16,289,370			(523,691)	-2.6%	
SERVICE RESTORATION REQUEST	504999	0	3,000,000	3,000,000	0	3,000,000	(3,000,000)	0	0	n/a	
OFFICE SUPPLIES (for all libraries)	505000	148,700	148,700	119,700	119,700	77,806	35,910	113,716	(34,984)	-23.5%	
CLOTHING SUPPLIES	505200	3,350	3,350	3,550	3,550	2,600	750	3,350	0	0.0%	
AUTO SUPPLIES	505600	8,300	8,300	5,050	5,050	5,050	0	5,050	(3,250)	-39.2%	
MEDICAL SUPPLIES	505800	2,500	2,500	1,850	1,850	1,600	0	1,600	(900)	-36.0%	
REPAIRS & MAINTENANCE	506200	94,850	94,850	90,400	90,400	69,910	20,490	90,400	(4,450)	-4.7%	
HIGHWAY SUPPLIES (rock salt)	506400	15,600	15,600	10,000	10,000	7,500	2,500	10,000	(5,600)	-35.9%	
LOCAL MILEAGE REIMBURSEMENT	510000	6,600	6,600	6,600	6,600	6,000	600	6,600	0	0.0%	
OUT OF AREA TRAVEL	510100	34,525	34,525	34,525	34,525	22,441	0	22,441	(12,084)	-35.0%	
TRAINING & EDUCATION	510200	45,175	45,175	53,675	53,675	40,257	10,735	50,992	5,817	12.9%	
UTILITY CHARGES (Water/Sewer/Cell phone/Data Lines and Internet Access which moved to this acct in SAP) See Enterprise Utility for Electric, NGas & Fuel Oil	515000	172,277	172,277	210,042	210,042	197,796	11,388	209,184	36,907	21.4%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 Revised Operating Budget Per Res. 2011-1, Including \$3 Million - One-time Restoration

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										Dollars	Percent
Operating Expense (Cont.)											
PROF SERV CONTRACT & FEES	516020	791,874	791,874	923,040	923,040	866,940	40,000	906,940	115,066	14.5%	
MAINTENANCE CONTRACTS	516030	118,243	118,243	128,552	128,552	128,552	0	128,552	10,309	8.7%	
OTHER EXPENSES	530000	316,785	316,785	216,065	216,065	174,165	37,078	211,243	(105,542)	-33.3%	
RENTAL CHARGES	545000	1,569	1,569	1,519	1,519	1,519	0	1,519	(50)	-3.2%	
INSURANCE PREMIUMS	555050	45,000	45,000	45,000	45,000	30,000	15,000	45,000	0	0.0%	
BUILDING IMPROVEMENTS	561250	0	0	0	0	50,000	45,000	95,000	95,000	n/a	
LAB & TECH EQUIP (includes software updates)	561410	58,587	58,587	58,893	58,893	48,893	0	48,893	(9,694)	-16.5%	
BUILDINGS & GROUNDS EQUIPMENT	561430	0	0	0	0	0	0	0	0	n/a	
LIBRARY BOOKS & MEDIA	561450	3,582,120	3,582,120	3,581,190	3,581,190	3,162,991	387,009	3,550,000	(32,120)	-0.9%	
INTERFUND EXPENDITURE NON-SUBSIDY for RFID Efficiency Grant Saving Share with Erie County	575000	250,000	250,000	250,000	0	0	0	0	(250,000)	-100.0%	
INTERFUND-UTILITY ENTERPRISE FUND for Electric, NGas & Fuel Oil (Most Contract Libraries are included in the Electric and NGas Pools)	575040	1,138,788	1,138,788	1,129,270	1,129,270	960,720	99,860	1,060,580	(78,208)	-6.9%	
INTERDEPT-LIBRARY SERVICES (To Corrections Center, Holding Facility and Buildings & Grounds (Court Storage)	942000	(299,946)	(299,946)	(299,946)	(299,946)	(299,946)	0	(299,946)	0	0.0%	
INTERDEPT-Purchasing Svcs	910600	0	0	0	28,406	28,406	0	28,406	28,406	n/a	
INTERDEPT-Fleet Svcs (including fuel)	910700	0	0	0	29,140	29,140	0	29,140	29,140	n/a	
INTERDEPT-DISS	980000	215,963	215,963	215,963	158,417	158,417	0	158,417	(57,546)	-26.6%	
TOTAL OPERATING EXPENDITURES		27,257,766	3,000,000	30,257,766	27,574,308	22,824,308			(797,474)	-2.9%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
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									Dollars	Percent	
Fringe Benefit Detail											
Employer FICA - REGULAR	502010	915,927	915,927	917,927	917,927	714,298	116,192	830,490	(85,437)	-9.3%	
Employer FICA - MEDICARE	502020	214,209	214,209	214,676	214,676	167,062	27,150	194,212	(19,997)	-9.3%	
Employee Health Insurance	502030	2,222,348	2,222,348	2,416,465	2,416,465	2,061,757	465,758	2,527,515	305,167	13.7%	
Dental Plan	502040	126,401	126,401	125,515	125,515	112,140	28,073	140,213	13,812	10.9%	
Workers Compensation	502050	96,413	96,413	96,642	96,642	75,209	12,254	87,463	(8,950)	-9.3%	
Unemployment Insurance	502060	20,766	20,766	20,815	20,815	972,334	(465,815)	506,519	485,753	2339.2%	
Hospital & Medical - Retirees	502070	1,260,785	1,260,785	1,115,103	1,115,103	781,202	227,655	1,008,857	(251,928)	-20.0%	
Health Insurance Waiver (Incl: 117)	502080	44,400	44,400	41,604	41,604	21,711	2,999	24,710	(19,690)	-44.3%	
Health Insurance Waiver - Single	502090	0	0	0	0	0	0	0	0	n/a	
Retirement	502100	1,210,898	1,210,898	1,410,586	1,410,586	1,459,226	229,020	1,688,246	477,348	39.4%	
Flex Benefit Spending	502110	2,000	2,000	2,000	2,000	0	2,000	2,000	0	0.0%	
Total Fringe Benefit Detail:		6,114,147	0	6,114,147	6,361,333	6,361,333	6,364,939	645,286	7,010,225	896,078	14.7%
Interfund Utilities Detail											
Fuel Oil		20,000	20,000	10,000	10,000	5,000	0	5,000	(15,000)	-75.0%	
Natural Gas		243,203	243,203	211,399	211,399	178,163	23,537	201,700	(41,503)	-17.1%	
Electricity		875,585	875,585	907,871	907,871	777,557	76,323	853,880	(21,705)	-2.5%	
Total Interfund Utilities Detail:		1,138,788	0	1,138,788	1,129,270	1,129,270	960,720	99,860	1,060,580	(78,208)	-6.9%

Agenda Item G.2.b – Monthly Financial Report. The monthly financial report for the period ending November 30, 2010, which includes monthly results for October as well, was presented for information. Mr. Stone noted the Library did operate within its budget. He reported as of November, the Library had not received State Aid as the state has not yet finalized their aid distribution charts for the Library’s calendar year 2010; the Library did receive its major basic aid in December. The Library hopes to see this funding in the next month or so and expects it to be under budget as reported previously. A final tally will be available once the aid charts are available.

Agenda Item G.3 – Development Committee. Chair Anne Leary reported the Committee met previously at 3 p.m. and tweaked their 2011/2012 development plan which will be presented at the next Board meeting; it is a 5 tier plan.

With direct mail, the Library has doubled the amount of monies brought in from last year. The Library is now at about \$75,000 with about 1,200 donors. She reported three-quarters of the Board have given and reminded those who haven’t contributed yet, to do so soon to have full Board participation which is very important as discussed previously.

The Committee is identifying special programming that will be unable to be completed this year due to budgetary constraints and is hoping to put those into proposals to be sent out corporately and/or to individuals so we can complete and have participation in these programs. Chair Thomas and Ms. Leary will be meeting January 21st with a Board member to take on major donors this year to help.

Trustees were asked to mark their calendars for the evening of Saturday, November 5th for the Library's 175th Anniversary event to be held at the Central Library. Full Board participation is hoped for. A committee is being put together and Ms. Leary asked trustees for suggestions of committee members. She thanked Joy Testa Cinquino, Public Affairs Manager, who has proven to be a very good development person. Trustee Summer provided an update on the book auction which will take place in conjunction with the 175th Anniversary event; she asked trustees for any suggested contacts and she would send them a letter.

Mr. Gist commented he was happy to see the Library website is now accepting online donations.

Agenda Item G.4 - Planning Committee. The Committee met on January 19th. Ms. Quinn-Carey reported they discussed feedback received from the meeting with Libby Post January 18th. A number of people representing contract member library boards were present. At the January 15th ACT meeting, they received feedback that some of the contract member library boards felt out of the loop about what it meant to be a special library district or a public library district. They were encouraged to attend B&ECPL Planning Committee meetings as well as any other committee meetings to hear what is going on. She noted the Library is still in the research phase of this, Ellen Bach is advising on the legal component as it would require legislation, the UB Regional Institute is developing a document that will help in the decision making process, and Libby Post or someone like her will help with internal and external communications in marketing and advocacy. Within the next 2 or 3 months, more of the specifics will need to be developed. She emphasized this needs to be a collaborative effort between the Library Board and all the contract member library boards. The next Planning Committee meeting is scheduled for February 7th at 4 p.m. at the Central Library. Mr. Connors provided additional information from the meeting with Libby Post.

Mr. Berlow inquired if the need to bring services of someone like Libby Post on board was needed now. Mr. Connors noted while the Board has told the Director to explore this, the Board needs to be in agreement that this is something they wish to proceed with. There needs to be a formal resolution to move forward with this initiative. Mr. Connors added Ms. Testa Cinquino is putting together a frequently asked question sheet to show step by step, basic information on this process to help educate everyone.

Ms. Panty brought up representatives from ACT also mentioned a representative from the B&ECPL Board should attend contract member library board meetings.

Ms. Thomas noted this is important. Ms. Thomas stated the Director asked to get a cost as to what this is actually going to cost. Ms. Thomas mentioned at the January 15th ACT meeting there were only approximately 8 contract member libraries represented although acknowledged there was inclement weather. She announced the ACT Trustees Workshop will be March 19th at the Central Library; Ellen Bach, and Kate Foster of the UB Regional Institute will be present. Trustee Leary voiced community education, awareness and educating all trustees is very important to move this forward. Attendance at ACT meetings and committee meetings is more important than ever to fully understand all the components. Ms. Summer asked if we could find out when the contract member library Boards meet. Ms. Quinn-Carey replied she has this information. Ms. Summer suggested trustees could be proactive and reach out for an invitation to future contract member library board meetings once trustees have fully educated themselves. Ms. Quinn-Carey conveyed they intend to start an internal set of elements that would help explain what public library districts are.

Mr. Schmidt inquired whether either the consultants or lawyers who will be drafting the legislation are aware and/or have made the Library aware of the various deadlines for this. Ms. Thomas responded yes.

Agenda Item H – Report of the Director. Ms. Quinn-Carey pointed out the Director's Monthly Report sent out prior to the meeting was in a new, different format because the previous reports were based on goals and objectives that had previously been set forth. 2011 is a new year and the Library has not yet developed short-term goals and objectives as it is in such a state of flux with the sad loss of staff and cutbacks in hours and programming. She explained the new format is set up to provide an idea of what is going on in a few different elements of the Library's operations, more by topic area at this point. She also noted in the report the book auction was listed as taking place in spring/summer when it will actually be fall of 2011 – this will be corrected on the Director's Report that is included with the January 2011 Minutes.

Ms. Quinn-Carey was sad to report the Library will be seeing the effects from the budget with layoffs in the beginning of February. She noted while the Library was able to save a good number of positions with the \$3 million allocation, unfortunately it did not save all positions; about 75 have been affected either through layoff, reduction in hours or changes in positions with bumping situations. Deputy Director COO Mary Jean Jakubowski voiced 36.5 full-time equivalent positions System-wide are affected. Ms. Quinn-Carey acknowledged the Library is seeing a very significant loss of staff and is sad to see them go. She remarked some people on the layoff list were able to be kept due to changes with people moving internally in the System, accepting other positions outside the System or through retirements.

On a happier note, she shared a heartwarming letter received from a patron who was appreciative of library services.

Trustees were updated they may see some news accounts in the next few days about the deaccessioning, weeding and culling of library materials. She further explained, for close to 2 years, the Library has been under way with an RFID (Radio Frequency Identification) project which retags all its books with radio frequency tags for circulation and security. While these tags do represent a cost, although not hugely expensive, the Library does not want to tag materials that are not going to circulate. Branch managers/heads have been asked to do an aggressive weeding of their collections at every library being converted to RFID. She went over the process and added the weeding process at Central has been going on for several months. She conveyed the Library must follow the laws that govern how to dispose of taxpayer funded materials, which it is doing. The Library is working with the press to share this information with them.

Ms. Summer inquired if the Library has a last copy policy. Ms. Quinn-Carey stated that if the member libraries are thinking about getting rid of something and the Central Library has it, that serves as a last copy policy; however, if it is a last copy that may not ever see any use or is something that is outdated, we probably would not – it is a judgment call. The Library relies on its professional librarians to help make those decisions. She remarked, while the tiers are huge, they are not limitless; as an institution, she feels the Library does not need to keep everything that has ever been put on its shelves. Mr. Berlow questioned if there could be an interim step, possibly cold storage for a particular amount of time once an item is declared saleable. Ms. Quinn-Carey communicated the logistics of this would be incredibly difficult - to identify the space and how to manage it. The process is already in itself incredibly staff intensive and difficult to manage. Figures and statistics are being put together regarding deaccessioning. Mr. Berlow commented he thought if we knew there was an electronic version of a book somewhere, it would make the whole thing more rational. Once again, Ms. Quinn-Carey noted the Library relies on its professional librarians' judgment. If trustees receive feedback or questions, they are to feel free to contact her or Ms. Jakubowski.

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

Report of the Director January 20, 2011

1. PUBLIC SERVICES

Programs, Learning Opportunities, Outreach and Events

Buffalo City Branches

Crane

- Branch Manager **Peter Lisker** had the opportunity to speak with 3 classes of Canisius High School freshman on December 6th, a total of 58 students, about library resources and how to find a good book to read. Other programming included Wordflight Poetry, weekly preschool story hour and a program by Explore & More - Graham Cracker House Construction, which had 23 participants.

Dudley

- Explore & More presented the annual Graham Cracker House program on Thursday, December 9th at the Dudley Branch. It was quite successful. There were 2 sessions with a total attendance of about 40.
- On Thursday, December 16th, Sue Jacobs and Kathy Smith came from Hull House to present a Colonial Christmas. Using materials that were available in frontier times, they helped children make orange pomanders, lavender sachets and punched tin ornaments. For the tasting pleasure of all in attendance, they brought wassail and lavender cookies. Parents enjoyed the program as well. A wonderful aroma filled the library throughout the evening. Total attendance was approximately 25.
- UNYTS came on Friday, December 3rd for a blood drive. They had to get through a virtually impassable South Park Avenue to get here in the van. In spite of this, 5 people came to donate.

East Clinton

- The Young Scientist program remained popular with an average attendance of 10 children.
- The Graham Cracker House event was a hit with all ages. There were 32 participants.
- On December 13th, an impromptu craft session was held for 10 children who made Christmas ornaments.

East Delavan

- Game Night/Lego Night was held on Wednesday evenings in December. Total attendance for 5 sessions was 36.
- Read to Succeed sponsored computer classes during December. Classes were held on Wednesday evenings and Saturday afternoons.

Frank E. Merriweather, Jr.

- A Kwanzaa workshop on December 4th was presented by Karima Amin and Sharon Holley.
- December 11th was a busy Saturday, in addition to the regular genealogy meeting and computer class, there was a pre-Kwanzaa Family Concert with the percussion ensemble Healing Hands. There was also a book signing by Clifford Bell, author of the book of poetry, *A Full Life*.
- On December 18th, William Cooper read selections from and signed his children's book *77 Jackson Street Rear*.
- The community celebrated the third night of Kwanzaa at the branch on December 28th with Dr. Maulana Karenga, Kwanzaa's creator, as the key speaker. There was an overflow audience of about 300 in attendance.
- On December 16th, Bethel Head Start came for a class visit.
- The annual Graham Cracker House program with Explore & More was held on December 21st with 2 sessions totaling 40 participants. The program was funded by The General Mills Foundation.
- Librarian **Ian Shoff** continued the Saturday computer class series this month.
 - December 4th -- E-mail Basic
 - December 11th -- PowerPoint Basic
 - December 18th -- Introduction to Facebook
- Mayor Byron Brown held a public meeting on the waterfront Canal Side Project on December 7th.
- On December 13th, the Buffalo Niagara Partnership unveiled its blueprint for change. Reforming cultural funding, improving conditions at the Holding Center, and boosting sustainable neighborhood development were among the priorities unveiled in the Partnership for the Public Good's 2011 community agenda.
- Four members of our Urban Knights Chess Club won their first championship title in the 26th USA Jr. Chess Olympics on December 18th in the Holiday Classic Grand Prix Tournament that was held in the Main Place Mall. Congratulations to the team International Dark Knights and Coach Michael McDuffie, Chess Ambassador.
- Erie County Legislator Betty Jean Grant continued to hold her bi-monthly community meetings on Wednesdays.

Niagara

- On Friday, December 10th, Niagara Branch Librarian **Brian Hoth** participated in Upward Bound's 3rd Annual "Are You Smarter Than a 10th Grader" competition held at D'Youville College. Brian competed with teachers from International Preparatory School at Grover and Upward Bound staff. He answered 7 out of 8 questions in the first round and automatically advanced to the finals. In the final round, he competed with 2 teachers winning the championship. Brian received a trophy, a \$25 gift card from Barnes & Noble, a \$15 gift card from Blockbuster, and a D'Youville College coffee mug and t-shirt. He also won a \$15 gift card from Subway via a raffle drawing.
- On Saturday, December 11th, Journey's End Refugee Center held its annual Christmas Party in conjunction with its "Let's Go to the Library" program. Seventy children, staff, and volunteers enjoyed food, story hour, crafts, and gift giving. The kids had a lot of fun and enjoyed getting gifts.
- On Saturday, December 18th, Stacie Dosch from Explore & More Children's Museum presented her popular Graham Cracker House Construction program to 39 children and adults. The kids had a lot of fun constructing the tasty treats. Each year Melanie Holden, a frequent patron, gathers her friends and their children together and makes an afternoon of it.
- On Monday, December 27th, 2 groups of 16 students from Niagara Daycare visited for a program and activities. In the morning, **Brian Hoth** presented a program on "winter" to 9 children ages 5 to 7 and their teachers. Brian read a couple of stories; the kids played a game called concentration where they had to match items related to winter. Afterwards, they did 2 activities: a snowman craft and word search. Later that afternoon, a second group of 7 children ages 8 to 12 years and their teachers visited and worked on a paper folding snowflake craft. Page **Ashley Gormady** worked with this group.
- On Tuesday, December 28th, and Wednesday, December 29th, a group of 11 school age children and their teachers from Niagara Daycare visited the branch. The children's PACs were reserved for them each day. On Tuesday, Page **Ashley Gormady** did an activity where each child had to paint their own picture.
- On Thursday, December 9th, **Brian Hoth** visited CAO Head Start (Ferry Center). Brian read stories to 4 preschool classes of 69 children and their teachers. In addition, 21 youth library cards were distributed.
- On Friday, December 10th, **Brian Hoth** visited Niagara Daycare and presented a program on "Getting Dressed" to 17 preschool students and their teachers. Brian read stories, sang songs, did an activity, and afterwards, the kids made a Froggy craft. The children sang, "I Wish You a Merry Christmas" to Brian as he was leaving. He will continue weekly visits through January and provide a monthly classroom collection.
- On Monday, December 13th, **Brian Hoth** visited CAO Head Start at The Old First Ward Community Center. Brian read to 32 prekindergarten children and their

teachers about "Getting Dressed." Mr. Brian read stories and sang songs. The children did a dress up activity and made a Froggy dress up craft.

- On Thursday, December 16th, **Brian Hoth** visited Holy Cross Head Start. Brian read stories on snow to 9 classes of 140 prekindergarten children and their teachers. Seven classroom collections totaling 175 items were dropped off. Ms. Dee Ippolito, program coordinator for Buffalo West Even Start, saw Brian there and took pictures of him reading to a class.
- On Monday, December 20th, **Brian Hoth** visited D'Youville Porter Campus at #77. Brian presented a program about "Getting Dressed" to 34 prekindergarten students and their teachers. Brian read stories and had the kids do a dress up activity. They also talked about Santa Claus and his 8 tiny reindeer. Afterwards, they made a Froggy dress up craft.
- The community continued to see an increase in Burmese refugees moving into the area. Let Yar Kyaw, a leader in the Burmese community, held a community meeting on Friday, December 31st with future meetings to be scheduled next year.

North Park

- Explore & More held a Build Your Own Graham Cracker House program on Friday, December 3rd. The program was held in 2 sessions; one running from 6-7 and the other from 7-8. The 6-7 p.m. session was attended by 10 children and 8 adults and the 7-8 p.m. session was attended by 17 children and 3 adults.

Riverside

- The Museum of Science held 1 Branched Out program with a "water" theme this month. Another was scheduled, but had to be cancelled due to poor driving conditions. Five children and 2 adults participated in this program.
- Two sessions of Sensational Saturday Craft Program were held. Participating children made snowman photo frames and a Christmas calendar, apple wreaths, turkey centerpieces and snowman thermometers. A total of 34 kids and 7 adults attended these programs. Everyone was sad to see the program end.
- Explore & More, a Children's Museum, presented their Graham Cracker House program. Children of all ages got to create their own graham cracker house to take home with them. There were 22 children and 8 adults in attendance.
- The library premiered Feature Film Fridays every Friday at 3 p.m. in the meeting room. The movies that were shown included *Last Airbender*, *Grown Ups*, and *Prince of Persia*. Interest in these showings has improved. Twenty-two people were in attendance for these films.
- John Korta from Assemblyman Sam Hoyt's office was available to discuss the needs of the community on Thursday afternoons at the Riverside Library from 12 - 5 p.m.

- The Black Rock Good Neighbor Partnership Association held their monthly meeting on Thursday, December 9th at 6:30 p.m. There were 12 people in attendance.

Central - Information Services

- On December 3rd, Information Services Librarian **Hadeen Stokes** appeared on *AM Buffalo WKBW Channel 7* to discuss ASK US 24/7 Virtual Reference Chat service and other electronic products that the Library has to offer. Hadeen is a great representation of the Library!

Book a Librarian:

- December 10th, Information Services Librarian **Andrew Maines** - starting a daycare center.
- December 11th, **Andrew Maines** - overview of library resources, specifically Reference USA and OneSource International databases.
- December 12th, Information Services Manager **Dorinda Darden** - starting a Domestic Violence Center, an overview of the *Foundation Directory Online Database* as well as useful resources available using the *Subject Guides: Not-For-Profits and Grants* section. Dorinda also gave Mr. Davis books that he can use to help him to become a non-profit corporation and encouraged him to use the Book a Librarian in the future once he establishes a corporation for his non-profit organization.
- December 20th, Information Services Librarian **Glenn Luba** - building a competition list, pricing info, and trademark searching.
- **Kara Stock** with Rebecca Severson who needed assistance with employment resources and grant searching for nonprofit organizations. Ms. Severson is also a trainer and after her Book a Librarian appointment with Ms. Stock wrote back to thank Kara and tell her she has started referring others to B&ECPL resources.
- On December 7th & 16th, **Dan Caufield** met with Laura Vanderhoff and Tracy Koba. Both women are members of the West Seneca Entrepreneurial Assistance Program.

Tours:

- **Dorinda Darden** provided a tour of the Central Library for the GED class on December 21st. There were 8 in attendance.

- Information Services Librarian **Charles Alaimo** provided a tour for the Empowerment Academy of the Restoration Society for 10 adult students and their teacher on December 27th.

Community Connections

- On December 2nd, Programming and Outreach Librarian **Dan Caufield** taught a workshop *Free Business Resources for the Entrepreneur* at the West Seneca Chamber of Commerce on Seneca Street. Thirty-two members of the West Seneca Entrepreneurial Assistance Program attended this workshop and many set up follow-up Book a Librarian dates with staff at Central.
- On December 6th, **Dan Caufield** coordinated and attended 2 workshops for librarians and the public featuring our database ReferenceUSA. Both these workshops were well attended (18 librarians in the morning session and 19 patrons in the afternoon) and taught by RefUSA representative Bill Loges.
- On December 10th, **Dan Caufield** taught a workshop *Free Business Resources for the Entrepreneur* during one of SCORE's daylong business start-up seminars. The workshop was well received by the 15 potential businessmen and women attending the seminar.
- On December 14th, **Dan Caufield** spoke about *Free Business Resources for the Entrepreneur* at the West Seneca Business Development Group. Thirty-five members of this West Seneca business association attended the lecture/breakfast and were very impressed by the resources the library offers.
- **Kara Stock** planned and oversaw the end of service to the Erie County Home Library. As of December 17th, all operations within the Erie County Home Library will be under the direction of the Home's Activity Director and appointed volunteers. The B&ECPL left them all current collections (movies, books, etc) to help as a base to continue their service.
- Programming and Outreach Librarian **Renee Masters** ordered free diabetes education materials through NovoNordisk. The material was placed in a rack next to the Quick Medical Reference materials. They appear to be well-received as patrons have been taking them necessitating monthly reorders.

System Children's Programming
Children's Room

- Librarian **Wanda Collins** kicked off the second annual Winterfest with a Snowy Story Hour. Over 80 children and adults then enjoyed making snowflake ornaments, stockings and cocoa gift bags. There were also Snowball Toss and Tic Tac Snow games. After the Winterfest activities, families were invited to watch the movie *Snow Dogs*.
- On December 9th, Librarian **Kasey Mack** presented "Scrapbooking", the first in a series of "Tween" programs. Each participant was given a cardstock "scrapbook" and was able to use the supply of ribbons, stamps, stickers and scrapbooking tools to create their own book. All were encouraged to help themselves to the supplies and get creative. The children who attended expressed interest in future "Tween" programs.
- Gaming Saturday took place on December 11th. Librarian **Sarah Gallien** provided board games, the Wii and Gamecube for the children to play with.
- On December 16th, the Explore & More Children's Museum presented Make a Graham Cracker House. Over 30 children enjoyed this tasty holiday tradition.
- On December 18th, Librarian **Mary Ann Budny** led the Pizza Lovers' book discussion group. One child shared an award winning title with the group. After the discussions, the children made holiday fun foam ornaments, received a goody bag and of course, ate pizza!
- On December 28th, Explore & More Children's Museum presented Make a Fuzzy Felted Rainforest Snake. After the program, the children watched the movie *Tarzan*.
- On December 29th, puzzles and board games were provided for children to play with throughout the day. The movie *Toy Story 3* was also shown.
- On December 30th, the children made a DIY snowman craft followed by the movie *How To Train Your Dragon*.

At City Branches:

- Librarian **Sarah Gallien** presented a Silly Bandz exchange program at the Riverside Branch Library on December 7th and the North Park Branch Library on December 10th. Librarian **Mary Ann Budny** presented the Cozy with Cookies and Cocoa program at the East Delavan Branch Library on December 16th and Riverside Branch Library on December 28th. Children made a fun foam gingerbread man and a hot cocoa gift.
- Librarian **Kasey Mack** presented a special "New Year" themed preschool program at the Dudley Branch Library on December 20th. The children heard stories about New Year's Eve traditions, learned new songs and then celebrated the New Year.

Outreach:

YMCA at the Family Court

- December 6th, attendance: **9 - Gwen Collier**
- December 13th, attendance: **8 - Gwen Collier**
- December 20th, attendance: **3 - Gwen Collier**

- December 1st: WNY Independent Living Center: as part of Independent Living's Peer Mentoring Program, **Kathy Goodrich** and **Linda Rizzo** spoke on the highlights of the BECPL webpage: Subject guides, Research page, Downloads to Go, Freegal, Career resources etc., materials that libraries have to offer, computers for public use and where branch libraries are located within the City of Buffalo. Library card applications were given out. Library representatives have been invited to return in April.
- December 10th: Parent/teacher coffee meeting, Buffalo Public School #18 - **Gwen Collier**
- December 14th: Enterprise Charter School class visit - **Kasey Mack**

Tours:

- December 15th, Westminster Charter School kindergarten; attendance: 43 (Stories and Craft)
- December 16th, Bethel Head Start; attendance: 12 (Drop-In, Browse Books, played and coloring)
- December 17th, Bennett Park Montessori Preschool; attendance: 20 (Stories and Craft)

On a sad note, the Teen Room officially closed its doors on December 23rd.

Anne Conable of the Development and Communications Office coordinated details, and support promotion for the following events:

- "Imagining Buffalo" lunchtime series - Mark Mortenson, Buffalo Museum of Science, December 14th (16); Rocco Termini, Signature Development Corp., December 28th (80).
- Working for Downtown Brown Bag Lunch Series, December 1st - alternate speaker, (20).
- UNYTS blood drive, December 2nd and 23rd.
- VNA Flu Shot Clinic, December 4th.

She is also participating on the Women's History Month Coordinating Committee (March 2011).

Working with our Graphics & Collections Departments and **Claudia Yates**, Ms. **Conable** is coordinating the Library's 175th Anniversary display research.

A grand total of 281 public technology training classes were conducted in 2010 for 2,056 attendees. This figure represents an attendance increase of 50% over the previous year. Sixty of the 2010 classes were Web 2.0 instruction which included topics such as Google Maps & Mashups as well as introductions to Wikipedia, Flickr, Facebook, LinkedIn, Twitter Introduction, YouTube, Blogs/RSS Feeds, Delicious and Digg.

An Introduction to Downloading e-Books with a SONY Pocket Reader screencast was prepared by Technology Trainer **Sara Taylor**. This step-by-step webcast takes the viewer through the *Downloads 2 Go* check-out and download processes. It explains how to locate the file on your computer and then transfer it to the SONY Pocket Reader. This is another in a series of B&ECPL-produced programs designed to assist, troubleshoot and help 'de-mystify' the eBook download process.

Webmaster **Terri Dickson** has continued working on the Book Browser portion for the Milestones of Science website. She also recreated the "Library hours of operation" main website database which took effect on the first day of the New Year.

Positive feedback was submitted by patron Kate Black via the online comment form:

"We can't survive as a community without our libraries! Today's culture gives us what we "want" without letting us know what we "need." Just walking into the library wakes us up to something new each time. William Morris exhibit was thrilling--can't thank you enough for your continued research, acquisitions, and offerings to the public."

Dr. Richard and Susan Lee of Orchard Park graciously donated a rare first edition of *The Book of the Thousand Nights and A Night, a Plain and Literal Translation of the Arabian Nights Entertainments*, translated and annotated by Sir Richard Francis Burton. The 10 volume set was published in India by the Kamashastra Society in 1885. The presentation took place in the Ring of Knowledge on December 16th and was followed by a reception.

Rare Book Librarian **Amy Pickard** provided Michigan State Associate Professor of History Liam Matthew Brockey with information about the Library's copy of Antoine Thomas's *Synopsis Mathematica*. Dr. Brockey is assisting his Belgian colleague, Professor Noel Golvers, who is surveying all extant copies of this rare book.

Grosvenor Room Librarian **Amy Vilz** continues work on the next Rare Book Room exhibit *Travelers and Cosmopolitans: the Tourist is the Other Fellow*. The exhibit will open on Wednesday, February 2nd. Amy is also working on a companion website/blog for

the exhibit. Additionally, Amy contacted North Tonawanda History Museum, Historical Society of the Tonawandas, and the Pratt Libraries Special Collections regarding research into Geneva Porter and H. Phelps Clawson (both featured in the exhibit). Photographer Todd Treat photographed 7 travel-related posters from the Rare Book Room collection to be featured in the exhibit.

On December 7th, a very fine, complete set of Audubon's *Birds of America* sold at Sotheby's auction house in London for \$10.25 million. The Library's much-loved, complete set is in relatively good condition but requires conservation work primarily to correct problems resulting from years of improper display practices.

Grosvenor Room Librarian **Rob Alessi** updated the rare book insurance list, adding several new titles and increasing the values for a few items already held in the collection.

Rob Alessi completed a collaborative project with John Edens, University Archivist at UB, detailing the Kelmscott Press and Doves Press holding of both institutions.

The Rare Book Room blog <http://grorarebookroom.wordpress.com/> has passed 3,500 views. Statistics show that people are accessing older as well as newer blog entries. The blog continues to act as the main portal for information about current rare book room exhibits. Through diligent and creative postings by **Amy Vilz** and **Rob Alessi**, the blog's daily average view has steadily increased from 4 per day in May 2010, when the blog was launched, to 23 per day in December.

The Grosvenor Genealogy and Local History blog <http://grogenealogylocalhistory.wordpress.com/> had 3,720 views since its beginning in May 2010. Librarians **Sue Cutrona** and **Rhonda Konig** are the primary authors. The busiest day was September 11th with 246 views. Average views per day increased from 3 in May to 19 in December.

Collections: Development and Use

Staff in the Technical Services Department insured that new and newly repaired items were available to users throughout the B&ECPL System. A total of 244,967 new items were processed in 2010, representing a 6.6% increase over 2009. Total book processing increased 3.4% and media processing increased 9.8%. In addition, 21,832 items were repaired or received special treatment processing, a 50% increase over 2009.

Information Technology Manager **Maureen McLaughlin** and Technical Services Manager **Jennifer Childs** are working closely with library book vendor Brodart, Inc. preparing to utilize their BibzII product which will allow the B&ECPL to take full advantage of vendor created selection lists and streamlined ordering. The lists will

facilitate identification and selection of new titles for Collection Development staff. The 9xx ordering system will be implemented, providing the Technical Services Department with a further automated acquisitions process.

To prepare for centralized collection development and the 2011 physical space changes in the Central Library, initiatives were undertaken to streamline and conform several item formats. The changes required significant modifications to Sirsi Workflows circulation, acquisitions, and cataloging policies. Technical Services staff began linking new trade paper items with fiction and non-fiction item types. Several WorkFlows item types for adult, young adult and juvenile materials have been changed or will be eliminated. These changes will reduce the amount of staff time required to order and process material, helping to insure that new items will be available for the public in a timely manner.

Special Projects Coordinator **Meg Cheman** and Librarian **Glenn Luba** continue to work with staff to consolidate the Central Library. The HSS nonfiction collection is currently being shifted in order to integrate the BST nonfiction collection. BST materials will begin to move downstairs. The store has closed and is currently being reconfigured as a magazine reading room. All store shelves have been cleared of merchandise and books and display units are being removed.

The Grosvenor Room contracted with John Ilardo, a librarian at UB, to design, develop and test a database in Microsoft Access to support the conversion of the local history card file to digital format. The system and training documentation were delivered in December and work is progressing on staff training and data entry. Eventually, the database will be available online for expanded patron access. Grosvenor Room Manager **Suzanne Colligan**, **Rhonda Konig** and **Amy Pickard** were instrumental in its development.

Suzanne Colligan edited and submitted online subject guides for the Government and Law categories.

Sue Cutrona created a guide entitled *Getting Started with Genealogy* to assist patrons who are beginning family research. **Suzanne Colligan** completed a guide entitled *Adoption and Genealogy: Resources* for descendants of New York State adoptees.

Freegal Music downloads continue to be popular. In December, 454 patrons downloaded a total of 2,860 titles.

In December, 354 downloadable eBooks and 81 downloadable audio books were added to the Library's collection. Circulation of eBooks increased nearly 56% from November with a circulation of 5,571.

December's Resource of the Month was the subject guides. Librarian **Kristine Sutton** wrote a description of the resource for the Library's website and presented information about them at the Managers' meeting on December 8th.

Subject guides added to the Library's website since the last report include the following: Philosophy on November 22nd, Movies on November 24th, College Information and General Reference on December 2nd, and Education on December 11th.

2. FUNDING

Finances

Last Friday, the Erie County Comptroller transmitted the \$3,000,000 restoration funding approved by the Erie County Legislature on December 23, 2010 to the Library Fund as a December 2010 year-end entry booked to "miscellaneous revenue". The proceeds are now in the Library Fund and are available for use to support weekly open hours throughout the System.

Since the Board's 2011 Budget Adoption occurred on December 16th, after the proposal was announced but prior to the Erie County Legislature's final action, the \$3,000,000 estimated amount was placed in a single lump sum "placeholder" account, on both the revenue and expense side in the 2011 Adopted Budget (Option A). Now that the actual proceeds have been transmitted, the proceeds need to be allocated into the individual labor, fringe, utility and other operating accounts associated with the restored services.

CFO **Ken Stone** is preparing amendments to both the 2010 and 2011 budget to incorporate these changes for consideration at the Board's January 20, 2011 meeting.

Fundraising

Approximately \$70,000 has been raised since December 1, 2010 from the Library's year-end appeal. One hundred thousand letters were mailed to library card holders, past donors and a purchased list. **Debra Lawrence** and **Linda Bohlen** from Development and Communications have been inputting all of the donor names into the new Raiser's Edge database software.

A solicitation flyer with return envelope is now in all libraries and our website featured a "Donate Now" screen during a 2 week period before and after the holiday. We continue to research an online, e-commerce vendor.

The Library's 175th Anniversary Gala Fundraiser is tentatively planned for Saturday, November 5, 2011 at the downtown Central Library on the 2nd floor in the (currently called) BST section. This will be a high-end fundraiser - \$175 per person. A Planning

Committee is being formed by B&ECPL Trustee **Anne Leary** and the Development Committee.

Library Trustee **Judy Summer** joined B&ECPL Public Affairs Manager **Joy Testa Cinquino**, Laurie Dean Torrell (Just Buffalo Literary Center) and Dennis Maloney (White Pines Press) in a meeting to discuss the fundraising online auction project. Ms. Summer is collecting items such as autographed books and other one-of-a-kind works for this online library auction fundraiser. Proceeds will go to all 37 libraries. The timeframe for the auction is fall 2011.

Anne Conable, Development Consultant, has written and submitted the final report and White Paper on NEH Digital Humanities Start-Up grant. She is currently working on the IMLS grant which is due February 1st.

3. OPERATIONS AND INFRASTRUCTURE

The first annual Office Supply Swap was held during the last Managers' meeting of the year. Office Supply Swap Maven **Meg Cheman** coordinated the swap and helped recycle and redistribute everything from rubber bands and glue sticks to tape dispensers and scissors. It was a great way to clean out overstuffed supply cabinets as well as save on the purchase of brand new items!

Technology

Public laptop use became increasingly popular in 2010. Currently, 16 B&ECPL libraries provide in-library use laptops to supplement the desktop computers available at all locations. The laptops are portable within the library and provide full functionality (including wireless printing capability). Laptops were used 11,356 times in 2010. The Crane Branch had the largest number of check-outs (2,140) with 7 laptops. The Hamburg Library's 3 laptops were used 2,042 times and the Williamsville Branch Library's 2 laptops were used 996 times.

The B&ECPL recorded a record number of website page views or searches during 2010. The 5,431,521 "hits" represent a 12.6% increase over 2009 figures and a 28% increase since 2007. Website page views increased 22% indicating the value of the Library's online presence. Web2 Catalog searches decreased slightly.

With residual Gates Grant funding, new 10 Gigabit switches have been purchased to replace the aging switches at all city branches. The switches will increase the LAN (Local Area Network) bandwidth performance by tenfold. Technical Support Services Specialist **Johnny Hsu** is configuring the switches. Field Technician **Dave Kozlowski** has begun the switch replacement and installation project when he tested and installed

the new switch at the East Clinton Branch Library. The project continues while its completion is expected by the end of January.

Amy Vilz, Rob Alessi and Webmaster **Terri Dickson** continue to work on updating the 10-year-old Milestones of Science website. The last portion to be reworked is the Book Browser. This section consists of a database with content describing each book in the collection. Amy and Rob are currently working on capturing digital images of the books that will be included in the database.

Staff Development

Maureen McLaughlin attended a Regional Advisory Committee (RAC) working session devoted to strategic planning and redefining the committee's role in serving the region on December 10th.

Jennifer Childs attended a conference call with Brodart, Inc. to discuss BibzII and 9xx grid ordering set up on December 14th.

Amy Vilz, Sue Cutrona and **Rob Alessi** participated in IMLS webinars: "Public Outreach and Collections Care" and "Care of Paper, Photographs, and Audiovisual Collections." These were the last 2 webinars in a series designed to extend participation in the IMLS Connecting to Collections Conference that Ms. Vilz and Mr. Alessi attended in Buffalo in 2009.

Suzanne Colligan, Rhonda Konig, Sue Cutrona and **Carol Pijacki** participated in a webinar called "Common Surnames: Ways to Identify Your Ancestors in a Crowd" sponsored by *Ancestry.com*.

Claudia Yates, Pat Covley, Ann Kling, Kathy Smith, Kathy Goodrich, Peggy Errington and **Jennifer Childs** participated in the December 15th Collection Development Team presentation at a Managers' meeting with the announcement of the 2011 change to centralized collection development for the B&ECPL System. **Kathy Smith** created an animated video designed to illustrate the history of B&ECPL collection development.

Central Library Manager **Nancy Mueller** participated in a panel discussion on Records Management for Jim Tammaro's *LIS 513 Records Management* class at UB on December 9th. Mr. Tammaro invited her to the panel discussion as she is the Records Manager for the B&ECPL System.

Joy Testa Cinquino, continuing her tour of all libraries, visited Marilla, Alden, Audubon, Clearfield, West Seneca, Lackawanna and Lakeshore in the past month to learn about the communication tools they use.

Kara Stock's outreach work with job seekers was commended by Phyllis Damico Sr., Employment Counselor for the Employee Assistance Program at the NYS Department of Labor, who wrote:

"I would like to thank you for your presentation to our group, at the IAWP/EAP Institute, Participants' overwhelmingly rated your presentation "excellent" and evaluation comments included such praise as, "very informative", "calm and methodical", "excellent job/great info" and "very organized"

- December 8th, Buffalo West Even Start Advisory Board meeting – **Kathy Goodrich, Brian Hoth**
- December 16th, Brodart conference call – juvenile selection lists – **Peggy Errington**
- E-Branch Manager **Tim Galvin** and **Nancy Mueller** attended the WNY Reference Services Committee meeting at Canisius on Friday, December 3rd.
- **Tim Galvin** attended a Resource Sharing Committee meeting at Western New York Library Resources Council (WNYLRC) headquarters on Wednesday, December 8th.
- **Renee Masters** attended a WNYLRC - Consumer Health Information Access Committee meeting (strategic planning) on December 8th.
- **Dan Caufield** attended the third of 6 library marketing classes held by the Rochester Library Resource Council on December 15th.
- **Kara Stock** attended a webinar titled "Follow Through, Follow Through, Follow Through: One-Click Access to Managing a Search" on December 16th. The webinar was conducted by LearningExpress.

4. COMMUNICATIONS AND COMMUNITY RELATIONS

Media Coverage / Media Releases

The following media relations communications were distributed to media, elected officials and library supporters from **Joy Testa Cinquino**, Development & Communications Department:

- December 16th, Media Event, *Arabian Nights* Donation
- December 17th, Media Release, Recap of B&ECPL Board of Trustees Meeting
- December 22nd, Media Event, Library Board Seeks Legislative Action on Funding

- December 23rd, Media Release, Statement acknowledging County Legislature's Approval of Funding
- December 29th, Media Release, Library Hours Announced
- December 31st, Media Release, Most Popular Books Circulated by Library System in 2010
- January 4th, Media Release, Library System Director Resigns
- January 4th, Tonawanda News Interview, Downloadables w/**Pat Covley**
- January 7th, Media Release, Tribute to MLK Planned for Central Library
- January 10th, Metro Interview, Collections w/**Peggy Skotnicki**
- January 12th, Spree Magazine Feature, w/Collections Department (for March issue)

The exposure from these communiqués and media events resulted in more than 2 dozen news stories in:

- *The Buffalo News*
- *Business First*
- *Buffalo Rising*
- *Bee Publications*
- *Artvoice*
- *Metro Community News*
- *Tonawanda News*
- *East Aurora Advertiser*
- *Elma Review*
- *Grand Island Dispatch*
- WBEN Radio
- WNED / WEBR Radio
- WBFO Radio
- WECK Radio
- WGRZ TV -2
- WIVB -4
- WKBW - 7
- YNN - TV
- Niagaraatlarge.com
- Bizjournals.com
- Buffalorising.com
- BuffaloNews.com

The Graphics Department under **Dawn Stanton** and **Darlene Pennachi** produced the following :

- Novel Ideas - signage for book sale, helped staff the book sale

- Clearfield – signage
- Audubon – Teen Space sign
- Clarence – Teen Space and Kids Corner signs
- Bistro Bookers – promotional materials for January event
- HSS – signs
- Choco-Logo sale event – promotional materials
- Central – signs for relocation of materials
- CFD – installed signage
- AUD – installed Teen Space sign
- CLA – installed Teen Space and Kid’s Corner
- Temporary signage for all libraries that have Library hour changes
- CEN - event signage (Imagining Buffalo in the 21st Century, Working for Downtown)
- Babel – bookmark for March event

Partnerships

Library Director **Bridget Quinn-Carey**, Assistant Deputy Director for Special Collections **Peggy Skotnicki** and **Amy Pickard** met with Buffalo State's Director of Art Conservation Program Patrick Ravines, Vice President of the Institutional Advancement and Development Office Dr. Susanne Bair and Director of Corporate and Foundation Relations Mary Dwyer on December 6th. The B&ECPLS will partner with Buffalo State and other institutions in an IMLS Collaborative Planning Grant application to demonstrate the need for a regional conservation center to service local cultural institutions in the greater Buffalo area. **Amy Pickard** provided a tour of the *Ideal Book* exhibit and selected rare books.

The Buffalo & Erie County Public Library – Central Library Facebook page has **2,292** fans, with an average number of 1,341 monthly active users. Wall posts included announcements, information about the “RE-IMAGINE Your Library!” campaign and holiday shopping suggestions (Mark Twain posters & Choco-Logo chocolate!).

Examples:



[Buffalo & Erie County Public Library - Central Library](#) Did you know that the Library offers FREE e-Book downloads? We have great screencasts that explain the check-out and download procedures. Here are the instructions for the SONY Digital Reader Pocket Edition and the Nook e-Reader



[Laura Gravis-Lautner](#) OMG!!!!!!!!!!!!!!!!!!!!!! this is what I've been waiting for!!!!!! NOW I will buy an e-reader!!!!!!!!!!!!!! hooray!!!!!!



[Betsy Behr](#) wow... who knew?



[William Mattar](#) wow, that is cool.



[Mary Danaher McGrath](#) I've been doing this since I bought my Nook in August. It's the main reason I chose the Nook over the Kindle. It's great!

Twitter. @buffalolibrary now has 1,554 followers. Many tweets mentioned the impact of the County's budget on the Library System and we had many re-tweets. Examples:



[JennJustReading](#) Can I just say I LOVE the self check out at the @BuffaloLibrary? I love it!



[amwhite1073](#) @buffalolibrary Libraries are vital tools, and community cornerstones.



[news4buffalo](#) Erie County Legislature has voted to restore \$3 million in funding to the Buffalo and Erie County Public Library system: <http://ow.ly/3tSyb>

5. SPECIAL PROJECTS

Re-Imagining

Special Projects Coordinator **Meg Cheman** consolidated and organized the information gathered during the Re-Imagine Community Meetings, Focus Groups and survey. Names and contact information have been generated for the next round of focus groups and individual interviews.

The Novel Ideas Store at Central officially closed with a major clearance sale December 2nd - December 4th.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY December 11, 2010 - January 14, 2011

DECEMBER

- 14 Erie County Legislature Override Session
- 15 Library Managers & Directors meeting - Central Library
- 15 Speaker NYS Civil Service Retirees lunch meeting
- 16 Speaker *Arabian Nights* press event
- 16 Meeting with Tim Galvin, President Librarians Association
- 16 B&ECPL Planning Committee meeting
- 16 B&ECPL Board of Trustees meeting
- 17 Erie County Commissioners meeting - Rath Building

- 17 Meeting with Robert Gioia and Paul Hogan of the Oishei Foundation and B&ECPL Trustee Anne Leary
- 20 Community Enrichment Committee meeting
- 21 Meeting with William S. Hein & Co.
- 21 Meeting with B&ECPL Board of Trustee Chair Sharon Thomas, Vice Chair Jack Connors and B&ECPL Deputy Directors
- 22 2011 Library Funding press conference
- 23 Special Erie County Legislative session

JANUARY

- 4 Lunch meeting with Victor Rice, Chair Library Foundation of Buffalo and Erie County
- 5 Staff Forum: Q&A with the Library Director - Central Library
- 5 Legislator Betty Jean Grant Outreach meeting
- 6 Speaker Garrett Women's Club
- 6 Meeting with Buffalo & Erie County Historical Society
- 6 Concord Public Library Board meeting
- 7 Meeting with NYS Assemblymember Sam Hoyt
- 11 United Way Board meeting
- 12 Meeting with Randy Kramer, Executive and Artistic Director, MusicalFare Theatre Daemen College
- 13 Speaker - Martin Luther King, Jr. event - Central Library
- 13 B&ECPL Executive Committee meeting
- 14 Library tour/meeting with Rahwa Ghirmatzion, Executive Director Ujima Co., Inc.

Agenda Item I - Public Comment.

- ElizaBeth Berry, President, Save Our Libraries, commented and submitted written questions for which she requested answers for regarding Re-Imagine survey, timeline for new director search, special library district and System changes. Ms. Barry also requested a copy of the frequently asked question sheet that Ms. Testa Cinquino will be putting together regarding special library districts that was mentioned during the Planning Committee report.

Agenda Item J - Unfinished Business. No unfinished business.

Agenda Item K - New Business.

Agenda Item K.1 - Authorize Contract Renewal - Envisionware. Mr. Stone pointed out this renewal with Envisionware for RFID equipment, supplies and services actually lowers the overall cost to the Library. Ms. Panty moved for approval and was seconded by Ms. Horton. Approval was unanimous.

RESOLUTION 2011-2

WHEREAS, one of the major initiatives to generate operating savings to help the Library offset recession induced funding shortfalls while at the same time improving customer service involves a complete overhaul of the Library's inventory, materials handling and security systems to implement a system-wide, state-of-the art Radio Frequency Identification based system (otherwise known as RFID), and

WHEREAS, after an extensive Request for Proposals Process, on April 16, 2009 the Library Board adopted Resolution 2009-18 designating the proposal presented by Envisionware as the lowest cost, best performance response and authorizing the Library Director and/or her designee(s) to negotiate and execute the necessary documents to enter into an agreement to provide RFID equipment, supplies and services for the Buffalo & Erie County Public Library, and

WHEREAS, the subsequent contract featured an initial 18 month term with two options to renew (eighteen months each) if agreed by both parties, and

WHEREAS, the Library desires to renew the contract for an additional 18 month term with a rate structure that lowers overall cost to the library, including a 10% reduction in maintenance charges, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director and/or her designee(s) to execute the necessary documents to implement a contract renewal of the Envisionware agreement to provide RFID equipment, supplies and services for the Buffalo & Erie County Public Library.

Agenda Item K.2 - Amend Res. 2010-2, Director & Officers' Cyber Liability/Network Security & Employment Practices Liability Insurance. Ms. Jakubowski introduced this resolution which asks for additional coverage under workplace violence policies; the total cost of this addition would be \$1,749 bringing the total of the insurance premiums to \$19,399. Ms. Summer moved, Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2011-3

WHEREAS, the Buffalo and Erie County Public Library has obtained Director's & Officers, Cyber Liability/Network Security and Employment Practices Liability Insurance for the System, including member libraries, and

WHEREAS, under Resolution 2010-2 the Library Director was authorized to renew the Director's & Officers, Cyber Liability/Network Security and Employment Practices Liability Insurance so long as the rate increase is less than or equal to 10%, and

WHEREAS, the Library recommends the addition of Work Place Violence coverage at the cost of \$1,749, and

WHEREAS, in doing so the total cost of the premium exceeds the 10% increase allowed by Resolution 2010-2, and

WHEREAS, the Library recommends the Work Place Violence policy and premium be combined with the current Director's & Officers, Cyber Liability/Network Security and Employment Practices Liability Insurance Policy and renewal cost which will increase the total premium cost for 2011 to \$19,399, and therefore be it

RESOLVED, that the Board of Trustees authorizes the Library Director secure Work Place Violence coverage and be it

RESOLVED, the Board of Trustees amends Resolution 2010-2 and authorizes the Library Director to execute additional insurance coverage's in combination with the Director's & Officers, Cyber Liability/Network Security, Employment Practices policies so long as the total [annual] cost of the combined premium is equal to or less than the authorized expenditure amount by the Library Director.

Agenda Item K.3 – *Ready-to-Read, Ready-to-Learn* Year One Report. The Director noted a copy of the actual report was available for viewing on the table. This report documents the progress and expenditures through December 31, 2010 of a 2 year grant from the state to introduce family literacy services in 4 libraries; this being the Year One report. This resolution authorizes the Director to submit it to the state. On motion by Ms. Panty and a second by Mr. Gist, approval of Resolution 2011-4 was unanimous.

RESOLUTION 2011-4

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) received a Family Literacy Grant to fund a project that would provide preschoolers and their families with a multi-faceted approach to pre-reading and development skills using the Family Place model in four System libraries, and

WHEREAS, the Library has been working collaboratively with project partners Project Flight, the Middle Country Public Library and other community literacy partners, and

WHEREAS, the Buffalo and Erie County Public Library is required to submit a report at the end of Year 1 of the grant, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves submitting the Year One project report.

Chair Thomas entertained a motion to enter Executive Session. A motion was made by Ms. Panty, seconded by Ms. Horton, and approved unanimously at 5:10 p.m. All members of the staff and public, with the exception of the Library Director, were excused from the room. No action was taken in Executive Session. At approximately 5:47 p.m., on motion by Mr. Connors, seconded by Ms. Horton, the Board voted unanimously to end Executive Session.

There being no further business, on motion by Ms. Panty, seconded by Mr. Berlow, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Sheldon M. Berlow
Secretary