

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 15, 2009

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, January 15, 2009, in the Central Library pursuant to due notice to trustees. The following members were present:

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

Excused: Jack Connors – out of town
Annette A. Junczewicz
Anne M. Leary
Hormoz Mansouri – out of town
Mario J. Rossetti – out of town

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

Agenda Item B – Agenda/Changes to the Agenda. Chair Buck entertained a motion to revise the agenda to add Resolution 2009-4 under New Business. Ms. Horton moved, Ms. Panty made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of December 18, 2008. Minutes were approved unanimously, as mailed, upon motion by Ms. Pordum and a second by Ms. Thomas.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Chair Summer reported the Nominating Committee met on January 8th and has nominated the following slate of officers and Executive Committee members for 2009:

Chair - W. Lawrence Buck
Vice Chair - Sharon A. Thomas
Secretary - Frank Gist
Treasurer - Sheldon M. Berlow

In addition, it was proposed that Trustees Jack Connors, Elaine Panty and Rebecca L. Pordum serve on the Executive Committee. Ms. Horton moved for approval. Mr. Berger made a second. Approval was unanimous.

Agenda Item E – Meeting Schedule for 2009. The 2009 meeting schedule was included in the Board packet mailing for information. Mr. Buck noted we have three meetings scheduled outside Central.

Agenda Item F – Report of the Chair. Mr. Buck reminded trustees to turn in their committee selection forms by February 2nd. Committee assignments will be reported in February.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. Ms. Pordum reported the Executive Committee met on January 8th at the Central Library. Trustees Buck, Pordum, Horton, Connors, Panty and Summer were present. Bridget Quinn-Carey, Stanton Hudson, Kenneth Stone and Mary Jean Jakubowski were present as well. The meeting began at 4:10 p.m. The group entered executive session at 4:11 p.m. and concluded the session at 4:30 p.m. No action was taken in executive session.

Ms. Quinn-Carey provided an update on the projects submitted for consideration regarding potential economic stimulus funding to the County, City, and State.

Ms. Quinn-Carey reported that she, Ms. Jakubowski and Mr. Stone attended the Erie County Fiscal Stability Authority (ECFSA) Finance Committee meeting where the RFID (Radio Frequency Identification) efficiency grant proposal was approved contingent upon providing more details about how staffing will be affected at the Buffalo Branches and providing additional details regarding proposed savings mutually agreeable between the County, Control Board and Library. The final approval could be granted at the next ECFSA regular meeting.

Ms. Quinn-Carey provided an update on several projects underway and news items including the Library's response to the County's asset tagging project, the

D&O insurance coverage, the North Park Branch temporary location and a generous gift from the widow of former B&ECPL director Paul Rooney.

The committee reviewed the agenda for the January 15th Board of Trustees meeting including the Nominating Committee report and proposed resolutions.

The Executive Committee requested that the staff be prepared to discuss the Central Library facility study, including a timeline, at the February Executive Committee meeting.

The Executive Committee adjourned at 5:00 p.m.

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

Agenda Item G.2.a – Reappropriate 2008 Unexpended Balances. Mr. Stone explained this resolution reappropriates a portion of the available balances left over from 2008 to allow us to move forward with two items; one is purchasing library shelving and furnishings for the temporary library space for the North Park Library and the second is for our commitment to the Orchard Park Public Library energy improvement project. He explained this in further detail noting this would fund the first payment. Mr. Berger moved, Ms. Thomas seconded, and approval was unanimous.

RESOLUTION 2009-1

WHEREAS, at its regular meeting of December 18, 2008, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2008-57 adopting the Library's 2009 Budget, and

WHEREAS, a number of 2008 projects and activities not completed or implemented in 2008 are desired to be completed or implemented in 2009, and

WHEREAS, normally, as part of the year-end closing process, final totals and balances available are brought forward for Library Board consideration and action in the spring of the following year, and

WHEREAS, the timing of two of these items is such that waiting until final figures are available would result in disrupting and delaying these activities, and

WHEREAS, sufficient ending fund balance is estimated to be available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library amend the 2009 Operating Budget revenue and expenditures as shown on the attached Exhibit One.

Resolution 2009-1: Exhibit One
Reappropriation of Available 2008 Balances to Avoid Disrupting Ongoing Projects

SAP #	Description	
402190	Appropriated Fund Balance	\$82,915

Projects & Activities Continued From 2008

Shelving, furnishings and equipment for North Buffalo leased space library (to provide service while North Park Library facility issues are addressed)

SAP #	Expense Description	
516020	Data Cabling	5,000
561410	Additional Computers - Computer Lab	8,500
516420	Furnishings including shelving	45,000
	Subtotal	58,500

Orchard Park Library Energy Saving Project

SAP #	Expense Description	
530000	Orchard Park Library Energy Project Payment	24,415

Total Uses:	\$82,915
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Agenda Item G.2.b – Amend 2008 County Corrections Grant. Mr. Stone reported the amount of funding we actually received for the 2008 County Corrections Grant went up by \$852. This would add the \$852 to the grant budget. Mr. Berger moved, Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2009-2

WHEREAS, the County Corrections Services Grant is a state aid grant whose funds are used to supplement library services provided to Erie County's Correctional Facility and Holding Center, and

WHEREAS, this aid is based upon facility prisoner population, for which the actual prisoner populations often vary from the estimates used to prepare the budget, and

WHEREAS, the Library wishes to adjust the grant's budget to reflect the final allocation for this program provided by New York State, now, therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the 2008 grant budget to implement the following revenue and offsetting expenditure budget change:

Increase NYS County Corrections Grant

\$852

Trustee Wisbaum arrived at approximately 4:18 p.m.

Trustee Panty inquired if the North Park temporary location might be ready by summer. Mr. Stone explained it will depend on when the lease is signed and when the building owner, who is doing the tenant improvements, pulls the permit. We then have roughly a month to actually move in and get set up. Discussion ensued about additional details of the lease agreement.

Agenda Item G.2.c – Monthly Financial Report. The report was distributed in the Board packet mailing. Mr. Stone explained this contained preliminary financials for the month of November which has a more thorough review of state aid cuts for the year. He updated trustees that for 2008 we are down about \$69,000 which is within the range we expected; if the governor's budget is passed, it will be a whole lot more. Between our grants and the general fund, the Governor's proposal is approximately \$650,000 less than would be provided under regular statutory formulas.

Agenda Item H – Report of the Director. Ms. Quinn-Carey reported the Buffalo Niagara Partnership held its Networking with a Twist event at Central on January 8th explaining it was a networking opportunity. Although it was a significant amount of work for our staff, she felt it was well worth the effort. There was very good feedback and a subsequent booking. The Partnership also reported wonderful feedback and asked if we could do it again; this will be considered. Although as a host there was a cost to us, they feel it will come back to us. Mr. Berlow asked if we solicited contributions on the spot. Mr. Hudson explained we had a manned library table with our letters out, had a laptop computer demonstrating some of our various business databases and explained we are able to get lists of people who attend these events for our future mailing lists which has the potential to open doors for us.

As mentioned in the Executive Committee report, Ms. Quinn-Carey stated we have tentative approval from the Control Board to move forward with the RFID grant. Mr. Stone and Ms. Jakubowski are working with the Control Board staff and County on some reporting requirements and tweaking of the way the savings are going to be shown through the County and how the Control Board would like to see this done. Mr. Berlow asked whether this encompassed the entire Library System. Ms. Quinn-Carey remarked the long-term goal is to have every library participating, however, the initial grant put forth before the Control Board only covers Central, Amherst and the City Branches because there are strict requirements for the return on investment explaining that once we get to the smaller libraries, we will not see as much return on investment. Trustee Panty inquired if budget cuts would affect this grant. Ms. Quinn-Carey stated we have not had word these grants are affected.

Regarding stimulus funding, Mr. Quinn-Carey pointed out Mr. Stone has been in contact with the contracting member libraries about projects that are ready to go as we want to be involved and eligible for any stimulus funding that comes to Erie County for construction. We have projects to the City, County, State and American Library Association, so that we are on the list for any money that may be available.

Ms. Quinn-Carey updated trustees that we have been working with Project Flight and other collaborative partners to put together a master plan for literacy throughout the County. She reports it is very close to being done and hopes to put together a community task force with some stakeholders to talk about this, gauge reactions, put it out to the community and start seeking funding to make it happen. Working together with Deputy Mayor Donna Brown, an ICMA (International City/County Management Association) Grant for \$60,000 was applied for which will enable us to get elements of the literacy project up and running and also create a formal relationship with the City that we could build

on over time. Ms. Jakubowski will be meeting with the City regarding collaboration of the Mayor's summer reading program and is working with a few public schools to get them involved.

Ms. Quinn-Carey was happy to report that the D&O, employee liability and financial accountability insurance is now in place and thanked the staff for putting that together.

Meetings with each contracting member library to talk about staffing have begun. Since we know we will have to cut back by attrition, looking at different staffing patterns and facilitating better use of staff between and among libraries will be discussed. Marilla was the first library visited, because they have a retirement, and it was a very positive experience.

Mayor Brown is having his State of the City address on January 29th and Ms. Quinn-Carey invited trustees to attend.

Copies of the amended Bylaws of the Buffalo and Erie County Public Library approved per Resolution 2008-59 December 18, 2008 were at each trustees place.

Mr. Hudson provided an update on this year's annual fund stating prior to the letters going out, more than \$7,000 was received from people who had saved their letters from last year. In the prior 2 days, 131 responses were received and we are at \$11, 500. Last year approximately \$33,000 total was grossed.

Mr. Hudson was happy to announce we were contacted about a bequest in the \$10,000 to \$15,000 range that will be coming in some time this year. In addition, we received a contribution of \$20,000 from Elizabeth Rooney, widow of former B&ECPL director Paul Rooney in December. In March, we received a \$20,000 bequest from the estate of Nicholas Bodnar of Lackawanna, and stated we just received notification the estate is disbursing another \$40,000. Mr. Hudson reported all of these were unrestricted funds. Ms. Panty asked if there was something special that could be done in addition to acknowledgement of their gifts. Ms. Summer reminded trustees we have a policy in place regarding donations but not procedures. Mr. Hudson said we could, specifically in Mr. Rooney's case, look for a special project or initiative, preferably where we could put his name on it to recognize him and his contributions for the future. Mr. Wisbaum recommended a committee be appointed to look into our facility to see if there is an appropriate area of the library where his name can be permanently placed and report back to the Board with a recommendation. Mr. Buck mentioned perhaps the Facilities Committee could do this. Ms. Quinn-Carey stated with us embarking on a facilities study, it would be a good opportunity to look at new opportunities for people who have given gifts and/or former

directors or important Board people, even possibly solicit new donations for projects. Mr. Wisbaum discussed various ideas on how we might do this. Trustee Horton mentioned there have been initial discussions at some of their meetings regarding things such as naming rights and costs in addition to procedures and policy.

Ms. Summer asked Mr. Hudson to speak about the book *Promised Land: Thirteen Books That Changed America* by Jay Parini which was discussed at the last Executive Committee meeting; she noted we have 9 of the 13 books at the Library. Mr. Hudson briefly explained we are trying to tie this in with our Hamilton Exhibit which is May 1st through June 12th and possibly trying to get the author to do an author interview at the same time.

Mr. Hudson noted in the next few days there should be an article about our annual fund in the *Buffalo News*. Ms. Pordum requested that the next time we talk to the News, we ask them to include the library as a destination in all the supplements and/or pamphlets that come out about family fun activities, places to go and events to see.

Ms. Quinn-Carey thanked staff for the fantastic program done earlier that day to celebrate Dr. Martin Luther King's birthday, stating it is the 31st year this library has celebrated it, started by Mr. William Miles. The Merriweather Library will be doing a special event next week around the inauguration and we are hoping to broadcast the inauguration at the Central Library.

In response to a question from Mr. Wisbaum regarding public lecturers, Ms. Quinn-Carey stated there is a program committee and we are in the midst of some changes with that. She explained current programming happens at many different levels throughout the System and there is a calendar online and flyers that go out. In response to a suggestion by Mr. Wisbaum that we contact colleges who have wonderful programs with writers and public speakers who can possibly do something with children at the library, Ms. Quinn-Carey shared we have talked briefly with Canisius about that as well as other organizations on how we can leverage a collaborative relationship and funding to be able to bring higher profile people to the library and to the community.

Chair Buck reminded Board members to do their annual giving.

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

**Report of the Director
January 15, 2009**

The RFID (Radio Frequency Identification) efficiency grant application is scheduled to come before the Control Board on January 8, 2009. Mary Jean Jakubowski, Ken Stone and I will be in attendance and I will be presenting our application. If all goes well, we hope to have a commitment for grant funds from the Control Board to enable us to move forward with the RFID project. An RFP for the first phase of the project has been issued, so we are poised to begin implementation of the system quickly. Members of the staff plan to make a visit to at least one library with an RFID system installation before final selection of vendors.

The review of 2008 and planning for 2009 is underway. I am meeting individually with each administrative staff member in the next few weeks to evaluate progress on 2008 projects, and chart the course for 2009. I anticipate bringing 2009 Goals and Objectives to the Board in February or March.

I have been appointed to the New York Library Association's Legislative Committee. This committee works to promote and advocate for library services and funding, and coordinates the annual advocacy day in Albany.

We have been working with Project Flight to refine a plan for our system-wide literacy initiative. This comprehensive plan will soon be available for review and distribution and outlines our goals for the coming years as we roll out county-wide reading, writing and related initiatives correlated with literacy programming and support services. We have applied for a grant from the Gates Foundation and ICMA (International City/County Management Association) to fund a portion of our plans directly related to a partnership with the City of Buffalo. The ICMA is teaming up with Gates to offer grants for project partnerships between public libraries and a governmental agency to meet a serious community need. We hope to secure \$60,000 (the maximum amount) for an initial roll out of services at the Central Library and Niagara Branch Library and to unite the Mayor's Summer Reading Program and the Library System's Summer Reading Program for 2009.

As discussions related to the anticipated federal economic stimulus funding grow more fervent, we are preparing a number of proposals to submit for consideration on local and federal levels. The American Library Association has

requested funding; and as the proposed Obama stimulus money for aid to states may be available to City and County projects, we are sending both 'shovel-ready' and more comprehensive proposals to the New York State Library, to the City of Buffalo and to Erie County officials.

The detailed reports that follow will provide a full picture of the activities and accomplishments of this great library system.

Report of the Chief Operating Officer

Downloadable Services Popularity Soars in 2008: A total of 11,409 downloadable audiobooks were checked out from the B&ECPL in 2007. Usage soared in 2008 as the collection size was increased and the digital media service was expanded to include video and MP3 (iPod compatible) audiobooks. A total of 19,571 downloads were checked out in 2008, posting a 71.5 % increase in usage. As the popularity of iPods and MP3 players continues, it is anticipated that the download services will remain an integral part of the Library's digital collection.

Reorganization Learning Opportunity: Carnegie Library of Pittsburgh (CPL) was the destination December 2nd and 3rd for this writer, Library Director **Quinn-Carey**, Central Library Administrator **Peggy Skotnicki**, Humanities and Social Sciences Department Head **Elaine Barone** and Business, Science and Technology Department Head **Nancy Mueller**. The purpose of the trip was to meet with CPL staff and discuss strategies for reorganization of the Central Library. Taking their initial steps from a visit to the B&ECPL, the CPL has undergone a major restructuring in recent years including the consolidation of various departments. The trip has given us a multitude of situations to contemplate and discuss with regard to future endeavors.

Teen Room: The Teen Room held its Grand Opening to an excited group of young people and visitors on December 11th. *Buffalo News Next* reporter, Cypress Marrs, wrote an enthusiastic article about the room and what it has to offer teens. The article may be viewed at <http://www.buffalonews.com/185/story/525529.html>. Far exceeding anyone's expectations, the Teen Room has attracted a steady stream of regulars since its soft opening in September. Attendance continues to rise. The amazing mural outside the room is courtesy of the Graphics Department.

Teen Room staff, as well as staff from the Popular Materials Department and Security Department, received training on handling various teen-related issues from Buffalo Police Officer Richard Woods. This insightful training was well

received. Taped for continued training purposes, several sessions are being scheduled for all public service staff.

Programs: The Small Business Development Center (SBDC) held its 2009 Restaurant Institute orientation on December 10th in the Central Meeting Room. Business, Science and Technology Librarian **Dan Caufield** coordinated the event with Sue McCartney, Director of the SBDC, and spoke to the 26 attendees about library resources.

There were many programs in the Children's Department during December. Forty-six people learned how to make a graham cracker house with Explore & More on December 4th. Nineteen children attended the Make Your Own Ornament program on December 20th. The film, *Madagascar*, attracted 35 people to the Ring of Knowledge on December 29th. Miss Sarah's Boogie Woogie Dance Party took place on December 30th and 11 children had fun learning the Electric Slide, the Cha Cha and other dances. The Buffalo Museum of Science finished its 2008 programs at Central on December 6th and 13th with 8 children attending each session.

Children's Room Librarian **Mary Ann Budny** presented a Family Fun Night program at the Riverside Library on December 2nd for 21 people.

Children's Department staff continued to provide programs for the YMCA at Erie County Family Court in December. Three sessions were held.

Rare Book Room: On December 5th, Humanities and Social Sciences Department Head **Elaine Barone**, Rare Book Room Librarian **Amy Pickard** and staff member **Peter Scheck** presented rare book favorites of the Grosvenor Room, Mark Twain Room and Rare Book Display Room to people attending the Theodore Roosevelt Site's holiday dinner at the Central Library.

System Support Services: In 2008, 30,234 new titles were cataloged, which represents a 38% increase over 2007. A total of 155,768 "brand new" items were cataloged. An increase in the number of new titles can be seen across most categories of materials. Catalog Department librarians contributed 471 original records to the OCLC database in 2008, a 100% increase over the 2007 total of 236 records. A total of 239,480 new items were processed in 2008. This figure represents a 46.6% increase over last year. Almost a 200% increase in the number of items mended (11,025) were also recorded in 2008. The addition of 2 part-time book processors had a significant impact on departmental productivity. Cardholder generated library material requests increased 12% during 2008 in the Central Library collection. Throughout the B&ECPL System, 75,657 "holds" were filled for borrowers.

Efficiency Improvements:

Serials Claims Reports. During the past 6 months, the Serials Department has made a concerted effort to monitor claims for all 36 libraries in order to gauge the effectiveness of the Summary Holdings Project. Automated claim notices are produced to identify specific magazine issues that have not been received. While analyzing claims, the Serials staff members eliminate false claims, then adjust predictions and patterns so the problems are not perpetuated. Over the past year, the percentage of true predictions has increased from 12% in January 2008 to 34% in December 2008. The Merriweather and Grand Island Libraries demonstrated the most significant false claims (1%- 2% accuracy rate) with Audubon showing a 51% accuracy rate. The accuracy rate for libraries participating in Centralized Serials Check-In is more than 100% better than non-participating libraries.

OCLC Records "deleted" Resulting in \$\$\$. Library staff members spent significant time in 2008 purging database records for titles with only discarded copies and no items available for public use. As part of the project, the corresponding title also needs to be removed from OCLC – the global catalog, which allows users worldwide to identify if the B&ECPL owns a particular title. In addition to this clean-up, providing a more accurate reflection of Library holdings, the B&ECPL receives a financial credit when a title is removed from OCLC. In 2008, a total of 30,319 OCLC records were deleted, resulting in an anticipated credit of more than \$9,700.

Computer Training: Computer training programs for the Central Library and several off site locations have been scheduled for the months of January, February and March. Information, schedules and registration for the programs can be found at <http://www.buffalolib.org/ComputerTraining/index.asp>.

Cyber Train bookings continue, slowing down a bit due to the holidays. The Network Support team delivered and set up 2 Cyber Trains for Internet Basics and Basic Computer Use classes.

Server Replacement Project: The deployment of the 29 replacement servers continues. Network Support (VTec) staff member **Dave Kozlowski** deployed 14 servers in December. A total of 20 servers have been installed to date.

In addition, work has begun on 3 older servers, which are being redeployed to branches with lower computer use count. A total of 8 servers are being shipped back to Network Support for reconditioning and operating system re-imaging.

Network to the Rescue: Technical assistance has been provided to the Orchard Park Public Library throughout its construction project. Work includes

relocations of public and staff PCs as the construction progresses from one area of the building to another. Sr. Engineer (VTec) **Toni Naumovski** surveyed the site during the renovation and made recommendations to Library Director **Dawn Peters** to remove old data cabling and install new current-standard data cabling. Ms. Peters is negotiating the work with a cabling company.

On another note, the Network Support team has installed Adobe Premiere Elements and the latest QuickTime player to a total of 24 computers throughout the System. Computers were chosen at library sites involved in the StoryTubes contest: Audubon, Clearfield, Crane, Merriweather and Orchard Park Libraries as well as the Central Library's Children's and Teen Rooms.

Technical Assistance Provided for 3 Events: The ever busy Network Support team moved and set up various computer and audio/video equipment to support the successful presentation of 3 events at the Central library, including Meet the Author – Lunch Time Series with Dr. Kenneth R. Miller, author of *Only a Theory: Evolution and the Battle for America's Soul*.

VTec Sr. Engineer Joins the B&ECPL: **Toni Naumovski**, who has worked with the B&ECPL for several years through the Library's contractual agreement with VTec, has joined the Library effective January 3rd as the Library's Information Technology Administrator. Mr. Naumovski will be responsible to manage the Network Support Department under the direction of newly appointed Assistant Deputy Director, **Carol Batt**. We are thrilled to have Mr. Naumovski on staff.

Tours: The Alhoma Charter School first grade class visited Central on December 2nd. December 11th brought 3 first grade classes from Alexander Elementary. Tours were held for both.

Miscellaneous Meetings, Conferences and Appearances:

Central Security Committee Members met with Mark Zelasko and Jim Mezhir from the ECC Corporate Training Office December 12th. Various training topics were discussed. Mr. Zelasko and Mr. Mezhir are developing a training session to assist staff on how to deal *with difficult people*. Business, Science and Technology Librarian **Dan Caufield** met with SCORE Counselor Scott Smith finalizing the 2009 SCORE workshop schedule. Day-long classes will be held in the Central Meeting Room on February 18th, May 20th, August 19th and November 17th. Shorter workshops will also be hosted at the Central Library throughout the year. The Battle of the Books title selection meeting was held on December 2nd. Children's Room Manager **Kathy Goodrich** led the Youth Services Planning Group in this effort, joined by former Battle Coordinator (City of Tonawanda Library Director) **Beverly Federspiel**, Children's Room Librarian **Kerra Alessi** and East Branch Cluster Manager **Claudia Yates**. Children's Room Manager

Kathy Goodrich attended the Buffalo West Side Even Start Advisory Council, of which she is a member, on December 2nd. E-Branch/ILL Manager **Mary Schiffhauer** participated in the December 15th WNYLRC Virtual Reference Advisory Committee meeting. The Page Turners Committee met on December 9th to discuss *new* adult titles for Book Club in a Bag, which has now been added to the Library's website. Young adult and juvenile discussion kits will be unveiled in January. Committee members are working on classic titles to add to the current selections. Book Club in a Bag continues to be a popular service. System Services Administrator and now Assistant Deputy Director **Carol Batt** participated in a conference call with Julian Terry, B&ECPL's SirsiDynix Service Assurance Manager, December 3rd, met with Library Director **Bridget Quinn-Carey** regarding Nylink's proposed service model changes December 19th and engaged in a telephone conference with materials vendor Baker & Taylor regarding 9xx ordering. Support Services Manager Librarian **Maureen McLaughlin** also participated in the meetings with Ms. Batt and Director Quinn-Carey. Librarian **Kelly Donovan** was included in the telephone conference with Baker & Taylor, as was Collection Development Librarian **Peggy Errington**. Ms. Errington also participated in the December 9th Page Turners Committee meeting and the Library's Literacy Forum on December 4th.

Meetings/events attended by this writer include:

December 4 - B&ECPL Literacy Forum
December 8 - Deputy Directors meeting
December 10 - Directors/Managers meeting
December 11 - City Branch Manager meeting
December 11 - Teen Room Grand Opening
December 11 - B&ECPL Executive Committee meeting
December 12 - Librarians Association
December 15 - Erie County Fiscal Stability Authority
December 16 - Public Employee Relations Board
December 17 - 403(b)/457 Informational meeting
December 18 - Administration Team meeting
December 18 - Department of Library and Information Studies Accreditation
Advisory Committee meeting
December 18 - B&ECPL Board meeting
December 22 - Deputy Directors meeting
December 30 - Marilla Free Library

Several meetings/communications were held throughout December to discuss the 403(b)/457 programs, ACT Annual Workshop, the development of several RFP's including, but not limited to, RFID and Federated Searching Services, labor relations, outstanding RBDB grant programs, staffing, 2009 materials budgets,

Brown & Brown Insurance (D&O/Employment Practices, Bonding, Employee Theft, etc.) and various internal department/program related discussions.

Report of the Chief Financial Officer

New York State Governor's Proposed 2009-2010 Budget Cuts Library Aid 18%:

As mentioned briefly at the December Library Board of Trustees meeting, Governor Paterson's proposed budget reduction is on top of the approximately 3% reduction in aid implemented in the current budget year compared to what had been authorized by statute. The Library's recently adopted 2009 Budget assumed an overall reduction of 15% (\$357,147 in the operating fund and \$108,150 in library grant projects). The Governor's proposed budget does not assume any federal stimulus aid as potential (likely) federal assistance has not yet been defined. Should the Governor's proposed library aid budget be adopted as proposed, the state aid to the library would fall short of the 2009 Budget by approximately \$142,859 in the operating fund and \$43,260 in library grant projects. Library advocacy efforts continue and combined with potential federal stimulus aid may mitigate this impact. Staff will keep the Library Board informed as the situation develops further and closely monitor library expenditures.

North Park Branch Update: City of Buffalo legal staff has finalized a temporary space lease agreement for consideration by the Common Council which, subsequent to positive action by the Common Council and City Control Board, would allow the Library to resume service in the North Buffalo area by spring 2009. Library funds set aside within the 2008 Budget for furnishings, shelving and equipment for this space will be requested for reappropriation into the 2009 Budget so that ordering can take place promptly after a lease is executed. Much of the shelving at the existing North Park Library was attached to walls and exposed to lead based paint. New shelving and furnishings purchased will be able to be reused once a permanent space option is achieved. Additional computers will also be purchased as the temporary space will include a 15 station computer lab.

Potential Fiscal Stimulus Capital Projects Identified: Chip Campbell and I have worked in cooperation with Erie County Public Works, City of Buffalo Public Works, and New York State Library Development staff to identify capital projects that may qualify for fiscal stimulus funding over the next 6 months to 3 years at the Central Library and City of Buffalo Branches. I have also worked with contracting library directors/managers to identify potential projects for their libraries. Projects identified to date include modernizing library physical infrastructure, increasing energy efficiency and utilizing alternative fuels. Estimated costs total nearly \$18 million dollars. Staff is also developing

estimates for longer term strategic library modernization and/or reconfiguration projects.

"E-rate" Audit Results Received, Library Complies in all Material Respects:

Last April, a comprehensive audit of the Library's participation in the Federal E-rate program for the program year ending June 30, 2007 was performed as part of a Federal Communications Commission sponsored audit program for the E-rate program. Ernst & Young Auditors conducted 2 weeks of field work in Buffalo undertaking the audit. Library staff has pulled together the voluminous set of documents requested for the review. The Library recently received the "Report of Independent Accountants" concerning the audit. In the report the auditors stated:

"In our opinion, management's assertion that Library complied with the aforementioned Rules as listed in Attachment 1 relative to specific support payments disbursed from the Universal Service Fund under the Schools and Libraries Support Mechanism during the year ended June 30, 2007, as listed in Attachment 2, is fairly stated, in all material respects."

This result is possible through the hard and diligent work of the Library Business Office and Library Network Support operation. Special thanks go to **Shirley Whelan** and **Tracy Palicki** for their quality work in connection with the E-rate program under often challenging deadlines. Since its inception in 1998, this program has provided well over \$2 million dollars to support Library telecommunications, Internet access, as well as data-related equipment/infrastructure.

Library Requests for Proposals Generate Significant Vendor Interest:

Presently, the Library has 3 RFPs "on the street" for 1) Federated Search (of library databases) with responses due January 9, 2009 requested by 7 vendors; 2) Internet Access and Services due January 12, 2009 requested by 6 vendors; and 3) Radio Frequency Identification (RFID) system due January 23, 2009 requested by 10 vendors. Vendor interest in these proposals has been keen, with the prospect for lower costs to the Library for these services due to the struggling economy which is also likely contributing to the large vendor interest. The volume of likely submissions will also challenge our timelines for review and recommending awards.

Report of the Human Resources Officer

Contract Libraries Complete Centralized Human Resources Transition:

December 2008 completed the transition of all B&ECPL contract libraries to the Centralized Human Resources (CHR) program. Implemented as a pilot project in May 2001, CHR allows consistent administration of payroll and benefits

coordination, and takes advantage of economies of scale to allow contract library staff more time to provide public service. Amherst, Angola, Boston, Concord and Lackawanna Libraries were the final outlets to join CHR before the December 31, 2008 deadline.

Internal Revenue Service Regulations Affect 403(b) Plan Administration:

The current 403(b) plan was developed under the auspices of the Librarians Association, and the Association was responsible for administration and oversight. The Internal Revenue Service's regulations regarding the administration of 403(b) plans changed significantly effective January 1, 2009. According to the IRS, the changes are to provide better oversight and transparency of deferred compensation plans. The new regulations shift responsibility of all plan administrative functions to the employer. While the Library Administration is willing to explore options for a new plan in the future, continuing the plan in its current form is not feasible. The plan will be discontinued (i.e., will no longer accept employee contributions) as of December 19th. Library employees have been offered the option of enrolling in Erie County's 457(b) plan. Chief Operating Officer **Mary Jean Jakubowski**, Chief Financial Officer **Ken Stone**, and Human Resources Officer **Doreen Woods** have offered to work with the Librarians Association to examine plan options in the coming months.

December Meetings

- Meeting with West Seneca Public Library Director Catherine Foertch (December 2)
- Public Employee Relations Board meeting (December 16)
- Labor Management Healthcare Fund Board meeting (December 11)
- Labor Management Healthcare Fund Human Resources Section (December 17)

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY
December 13, 2008 – January 9, 2009

DECEMBER

- 15 Erie County Fiscal Stability Authority meeting
- 16 Meeting with Dale Pomerantz
- 16 Literacy forum meeting with Cindy Sterner & Margaret Sullivan,
The Buffalo News
- 17 Informational meeting regarding 403(b) plan
- 18 Erie County Commissioners meeting – Rath Building
- 18 B&ECPL Board meeting – Central Library
- 19 Nylink meeting
- 19 Meet the Author event
- 30 Meeting at the Marilla Free Library
- 30 Meeting with Deputy Mayor Donna Brown

JANUARY

- 3 Steel Plant Museum event
- 5 Meeting with Linda Rizzo, Director of Clarence Public Library
- 6 Meeting with WNED – ThinkBright
- 8 Erie County Fiscal Stability Authority meeting
- 8 B&ECPL Executive Committee meeting
- 8 Buffalo Niagara Partnership Networking event at B&ECPL

MEMORANDUM

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

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

SUBJECT: Monthly Report – December 1-December 31, 2008
Development & Communications Office

DATE: January 7, 2009

OVERVIEW

Major activities centered on:

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

SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS

Development

- The 2008 Annual Fund, including a prospecting component (approximately 20,000 non-patrons), was delivered to the mail house in mid-December. Approximately 65,000 letters are being dropped. A tracking methodology has been established to permit segmentation and analysis of giving by those not currently on the Library’s own prospect list. As of December 31, more than \$6,000 in contributions had already been received and acknowledged.
- Received notification from Trustee Emeritus Robert Plache via Library Attorney Pat Martin that a bequest to the Library had been made. The amount is in the \$10-\$15 thousand range. Further details are forthcoming.
- Received a check in the amount of \$20,000 from Elizabeth Rooney, widow of former Library Director Paul M. Rooney. The check was transmitted through Mrs. Rooney’s son, James, of Arlington, MA.
- Reviewed the draft of an International City/County Management Association (ICMA) innovations grant application prepared by the Director. The \$60,000 being sought would be used to advance the Library System’s literacy initiative.

- With the Director and Trustee Anne Leary, met with Deputy Mayor Donna Brown to discuss the Library's literacy initiative and to explore ways in which the Library might become a part of a funding request to the New York State Department of Education through the Buffalo Public Schools. At this same meeting the ICMA Innovations Grant was discussed.
- Year-end results from the Central Library's Novel Ideas gift shop showed a gross dollar amount of more than \$30,000 (including sales tax). Due to high staffing expenses (approximately 85% of the gross sales less sales tax) the shop did not show a profit in 2008, despite upgrading and expansion of merchandise lines and record sales figures in the month of December. Recommendations will be developed in early 2009 to address this situation.
- A community breakfast was held on Thursday, December 4 at 8 a.m., featuring Library Director Quinn-Carey and Judy Trupin, Assistant Director of Adult Learning at the Queens Library, who discussed the role of libraries in successfully addressing community literacy needs. The Director outlined the vision for the Library's future role in addressing the issue in Buffalo and Erie County. Both the County Executive and the Deputy Mayor spoke to a group of 75 community leaders, funders, and literacy organizations. The Library Foundation sponsored the event. Various funding opportunities are being pursued to help support the contemplated Library initiatives.
- The Library Foundation and the Development & Communication Office have begun exploring ways in which they can work together collaboratively. Among topics being discussed are shared fundraising software and direct mail services.
- With the Director, met with representatives of the Buffalo Museum of Science to discuss a plan for joint grant applications to the Institute for Museum and Library Services (IMLS) to fund an enhanced/expanded *Branched Out*. The plan, as agreed to on December 12, includes development of a Museums for America Grant to be submitted in November 2009 (planning and short-term support for the current *Branched Out* model) and a National Leadership Grant that will be submitted in 2011 (a full-blown science literacy/science education initiative for the entire Library System).
- The Theodore Roosevelt Inaugural National Historic Site's Victorian Christmas Opening Reception was held on December 5th. More than 150 people attended. A tour of the Mark Twain Room and a presentation of some of the Library's Special Collections were offered to guests. Images from the Collections that will be offered for sale in 2009 also were on view. The Partnership's *Networking with a Twist* event is scheduled for January 8th. Tours of the Special Collections, Mark Twain Room, and Business Science, and Technology (BST) area will be offered. Select images from the Special Collections that have been digitized will also be on display. In addition, a contest using information about the Library System in general and BST in particular, will take place. A Library table will provide the anticipated crowd of 150 with access to Library card applications as well as a mechanism for making a contribution to the Annual Fund.
- Attended two meetings with community group in Williamsville interested in possibly moving the Williamsville Library to the village-owned Water Mill as part

of a mixed-use development/preservation project. Am assisting County Legislator Ed Rath and others with identifying potential funding sources.

- We are still awaiting final delivery of furniture for Fables Café that will expand current seating from 66 to 98. When the furniture arrives, a PR campaign directed at downtown workers/residents will be initiated to drive more traffic to Fables, promote catering services and space rentals, and encourage shopping at Novel Ideas.
- A meeting with the ownership of Fables Café is scheduled for the week of January 19 to discuss the potential for a new contract, based upon the anticipated increase in private receptions at the Central Library.
- Received a check for \$130 from Choco-Logo, representing the Library's share of proceeds from all retail sales that took place on Wednesday, December 10.
- Continued planning for 2009 Hamilton exhibition, May 1-June 12, 2009. Marketing plan developed and major sponsorship being sought (first choice-M&T Bank). A meeting is now slated for the week of January 12 with bank representatives.
- Met with several new potential individual major donors.
- Monitored sales from Novel Ideas on a weekly basis-store showed a profit for the month.
- Attended the Western New York Grantmakers Association annual meeting. Re-elected Secretary of the Board.

Community Contacts

- Meeting set for January 6, 2009 with Library Director and WNED President & CEO Don Boswell to discuss a strategic alliance between the two institutions, especially as related to the Library System's literacy and special collections initiatives. Representatives of Development & Communications and WNED's Education Department will also be in attendance.
- The Communications & Development Office continued to work with Mayor Brown's office to discuss community relations/media relations aspects of the closed North Park Library Branch.
- Attended Western New York State delegation hearing on the NYS budget.
- Coordinated flu shot clinic at the Central Library with the Visiting Nurses Association. Date was chosen to coincide with the Library Staff Association's annual holiday gathering. Plans are for an expanded role for interested libraries in 2009.
- Attended the University of Buffalo President's reception.
- Met with representatives of Buffalo Riverkeepers and the Western New York Chapter of the Audubon Society to discuss possible future collaborations involving community-wide "green" initiatives.
- Attended book release and reading by Oishei Foundation Vice President Paul Hogan.
- Attended Buffalo Museum of Science Board meeting.

- Met with representatives of the Erie County Health Department and Merck Pharmaceuticals to discuss a possible future collaboration involving health literacy.

Programming/Public Relations/Marketing

- The Development & Communications Office filed a final report with the National Endowment for the Arts on the 2008 Big Read. Discussion took place with representatives of Just Buffalo Literary Center to firm up the Library's continued role as the lead agency in the community-wide initiative for 2009. Discussions with internal and external constituencies regarding the selection of a 2009 title have led to a decision to use *The Great Gatsby* in the fall of 2009.
- The Development & Communications Office coordinated the December 19 "Meet the Author Lunchtime Library Series" event, featuring Brown University professor Dr. Kenneth Miller, author of *Only a Theory: Evolution and the Battle for America's Soul*.
- Received preliminary proposal from a local design/fabrication company to develop an exhibit/display system for use at the Central Library and branches/contracting libraries—uses include exhibiting images from the Special Collections and closing off areas adjacent to Fables when private functions are taking place.
- The Development & Communications Office, through Paula Sandy, continued coordinating efforts with members of the *Get Graphic* Committee on upcoming events/activities.
- Continued discussions with representatives of the Museum of Science on how the *Milestones of Science* will be integrated into plans by the Library and the BMS and other organizations to celebrate the International Year of Astronomy in 2009.
- Paula Sandy and members of the Graphic Services area worked with the Central Library's Young Adults area to develop and install a mural on the wall outside the Teen Room at the Central Library as well as a ribbon-cutting ceremony on December 11 to officially open the facility's Teen Room.

B&ECPL Meetings

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

**City Branch and Community Connections
Activity Reports
January 2009**

Crane

The Preschool and Science Museum programming series concluded with very good attendance. There was a full house for the Explore & More Graham Cracker House program.

The Wordflight Poetry Series continued on December 8th with featured readers from the Women of the Crooked Circle writing workshop group. Featured readers were Caroline Parrinello, Barb Faust, Linda Drajem, and Kathy Shoemaker. Drajem, Faust, and Shoemaker have published a collection of their poems called InnerSessions.

The self-serve coffee machine arrived mid-December. The staff is learning about the machine. A soft opening with a free "try it" day or week is planned for early in 2009.

Dudley

The staff of the Dudley Library demonstrated the true spirit of caring by donating money they would have spent on exchanging holiday gifts to Harvest House. With the \$150 collected, Harvest House asked that clothing be purchased from thrift shops and donated instead of cash. Library Associate **Debra Lawrence** and Caretaker **Patti Miller** scoured thrift shops and were able to buy:

20 winter jackets in assorted sizes

11 tops - including sweaters, holiday sweatshirts and ladies sweaters

8 pairs of children's boots

12 baby sleepers

5 pairs of assorted pajamas

18 hats

3 pairs gloves

9 stuffed toys

3 Fisher Price toys

Harvest House was very pleased with the donation!

The Branched Out program was presented by the Buffalo Museum of Science on December 2nd and December 9th with the themes South of the Border and Orient Express. A total of 19 attended.

Participants had fun making graham cracker houses during 2 sessions of the Graham Cracker House Construction program presented by Explore & More Children's Museum on December 18th. A total of 54 attended.

Branch Manager, **Dorinda Hayes**, taught the Google It! class on December 22nd to 2 hardy individuals who braved a snowstorm to attend.

On December 3rd, **Dorinda Hayes** attended the South Park Avenue Revitalization Committee (S.P.A.R.C.) meeting.

East Clinton

Circulation was up 45% in December. The library ended the year with a 49.44% increase. Total circulation topped 55,000 in 2008.

The after school Branched Out series continued through part of December. The program and its presenter, 'Nature Mary', remain popular with the students who attend.

Explore & More presented the Graham Cracker House program on December 16th. The community room was filled to capacity with families creating decorated houses to take home.

East Clinton had new signs installed this month, giving the library a more updated look.

The library's wonderful patrons showered the staff with gifts this holiday season. They received cards, fudge, candy, and hand-made ornaments. One patron donated 4 movie passes (movie and popcorn) to be used as raffle prizes.

The restoration of hours provided the backdrop for a great year at East Clinton. Staff and patrons are looking forward to an even better 2009!!

East Delavan

Circulation was up 12% for the month, 31% for the year.

December was a month for planning at East Delavan. With the help of Read to Succeed Buffalo, Branch Manager **Jamie Smith** has been scheduling computer, financial, wellness, GED, and parenting classes. Jamie has been assisting Read to Succeed develop a marketing plan called "New Year, New You".

Merriweather

Circulation was up 39.41% for the month.

Two sessions of Explore & More's Make a Graham Cracker House program were held on December 2nd. This is always one of the library's most popular family programs - this year, 41 children and adults participated.

Tom Fox held his Manga Cartooning program on December 9th for 10 students and 2 parents. After the program, 2 parents and their children said it was a lot of fun and asked when the next program would be held.

The Buffalo Museum of Science Branched Out programs concluded on December 11th. The programs continue to be a big hit with library patrons. Parents and children commented on how much they enjoyed each session. Ms. Mary, the representative from the science museum, conducted the majority of the programs. **Sandra Blackman** will notify all previous program participants to let them know about the next series of science programs which will be begin at the end of January.

On December 13th, **Sandra Williams Bush** attended a community breakfast meeting held by Councilmember Demone Smith. Sandra made an announcement about StoryTubes and other programs at Merriweather.

Sandra Williams Bush did a presentation on the African American databases for 25 education students and instructors as part of the History In Action class on December 16th.

December 23, 2008 was the first day for the scheduled StoryTubes project but no kids showed up. For the second session on December 30th, **Sandra Williams Bush** pulled in a mother with her 2 daughters and members of a drill team that happened to be in the library. **Claudia Yates**, **Dale Schmid** and **Sandra Blackman** had an opportunity to do a presentation about the equipment and the StoryTubes project.

The fourth night Kwanzaa celebration was held on December 29th in the auditorium from 7-10 p.m. Dr. Maulana Karenga, the founder of Kwanzaa, was the speaker for the evening. Mayor Byron Brown read a proclamation and Legislator Betty Jean Grant also gave remarks. There was a crowd of over 250 adults and children spilling into the foyer of the library.

Niagara

Circulation at Niagara is up 58% from last December and 36% for the year.

On December 10th, Branch Manager **Brian Hoth** dropped off scarves and mittens collected at the Staff Association Holiday Gathering to Friends of the Night People. They were very appreciative and wished everyone at the Library a happy holiday.

The Anime Club is off to a great start with future meetings scheduled for next year. It is open to young adults ages 13 to 18.

On December 17th, Explore & More conducted the Graham Cracker House Construction program. It was a huge success. There were 74 children and adults in attendance.

Branch Manager **Brian Hoth**, aka Santa Claus, handed out gifts to the children who attended the Journey's End's Christmas party on December 23rd. Santa read them *T'was the Night before Christmas*. The children were very happy to have a chance to speak to Santa.

On December 29th, Library Associate **Sean Goodrich** ran Niagara's first Teen Gaming program in the Teen Zone. It was well received with 7 young adults participating. They told Sean they would be interested in doing this again. Another program will be scheduled in the near future.

The children who attend the Big Brother, Big Sister meetings at the library created a "Thank You" banner thanking the staff for the meeting space. All of the kids signed it.

Dawn Stanton and **Darlene Pennachi** from Graphics came by to hang the "Teen Zone" sign and to take additional sign requests. They did an awesome job!

Holiday cards were sent to our political representatives and the community centers/organizations we are involved with.

The contractor has been working on the front entrance all month. The concrete was poured on December 30th. It is starting to look very good!

North Park

The North Park Library remains closed. Progress is being made at City Hall in obtaining leased space for a temporary library.

Riverside

Mary Ann Budny from Central came out to create a festive holiday evening with storytime, games, and best of all...decorating cookies. Ten adults and 11 children had a deliciously good time. More Family Fun Nights are in the works.

The Museum of Science continued the Branched Out program with 2 sessions; the first was on December 4th (South of the Border) with 8 children, the second was on December 11th (Orient Express) with 3 children.

The Riverside Chess Club has been consistently meeting on Tuesday evenings; the 4 sessions in December had a total of 49 participants.

The Madden Football gaming session held on December 6th had 27 participants. Due to what appears to be a growing interest by kids under the age of 10, Riverside is going to start a gaming program for this age group in 2009.

Explore & More Museum put on the first of its 2 programs scheduled for December. Eighteen (5 adult/ 13 children) family members learned how to create their own kaleidoscopes. All seemed to have a very enjoyable time. The second program, Graham Cracker House, was scheduled on Saturday, December 20th. Ten adults and 15 children built a total of 25 houses.

Friday Matinee Movie: On Friday, December 19th, we started a new family program of a movie and popcorn. The movie played was *Kung-Fu Panda* and 8 kids enjoyed our first showing.

Correctional Facility and Holding Center and Home

On December 15th, **Monica Mooney** attended the B&ECPL Outreach Advisory Committee at the Niagara Branch Library. In regard to Institutions, one of the topics discussed was having more "Library Resources Information Sessions" at the Erie County Correctional Facility such as the one conducted in July by **Kara Stock** from the Central Library's Business and Science Department. These workshops focus on library resources available to ex-inmates with emphasis on job seeking resources; it was noted they would be especially helpful to ex-inmates who are looking for work after being released.

Two brand new radio receivers were received at the Erie County Home Library to replace the older style ones. The Home Library also continues to loan out special talking book and braille library cassette players - this is a very popular service within the facility with several requests coming in each week from residents.

On December 23rd, Senior Page **Marge Smith** and Librarian **Monica Mooney** hosted a holiday gathering at the Home Library. It was a very fun-filled event complete with all kinds of sweet treats, door prizes and a showing of *It's a Wonderful Life*. About 20 residents had a great time at the event.

On December 18th, the Holding Center Library was closed in the afternoon so the ceiling tiles could be repaired - hopefully there will be no more leaks!!

Contracting Library Activity Reports – January 2009

Boston Free Library – submitted by Laura McLeod, Library Manager

The Boston Free Library set new circulation and programming records in 2008. With more than 2,392 people attending 120 programs and circulating 72,214 items, the library was a very busy place. Computer usage also saw a record 49% increase (January - November, December statistics not yet available).

Summer was exceptionally busy in 2008, with 6 weekly public programs including: 2 preschool story hours, 1 school age reading club, 2 programs with the local summer recreation program, and the ever popular Battle of the Books.

In addition to our regularly scheduled programs, we were very excited to host the following special summer and fall events: an Evening Pajama Party, a puppet show, Cartooning with Tom Fox, a Pick of the Crop Dance Workshop, visits from the Buffalo Museum of Science, Hawk Creek, a presentation from local author Sheri Pluta and, of course, local school tours.

2008 also saw many building improvements made possible with 2007 New York State Library Construction Grant funding. These improvements included a new roof, rehabilitation of an exterior electrical line as well as the addition of a handicapped access door opener for the main entrance.

Lancaster Public Library – submitted by Jim Stelzle, Library Director

Programming for December included the following: finishing an 8 program run of Tai Chi classes for seniors; the Lancaster Youth Bureau conducting a Christmas craft program for kids ages 5 - 12; two family programs including mime artist Carlton Van Pyrz (28 attended) and Nels Cremean of In Jest (90 attended); our fall preschool toddler time programs finished in mid-December. The library is currently taking registrations for winter story times which will begin January 7th. Because of their popularity, the library has had to enlarge class sizes to accommodate increasing community demand; the library hosted the Salvation Army's "Be an Angel" Christmas tree program and 35 gifts were donated to needy children in the community; the Book Club met to discuss *A Christmas Carol* and 3 computer training sessions were held.

The Lancaster Garden Club again graciously decorated the library for the holidays and a new main server computer was installed.

The Friends Group decided to do a split club ticket raffle during the In Jest program in December and also generously gave the library a check for \$3,000 to be used for a new CD rack, an MS Office program for the new laptop computer and for additional programming. The Friends Group has also begun meeting on a monthly basis at the library. They are now sending a member to the Board meetings and Board members are attending their meetings. The library is in the process of converting its CD music collection to be put in the public area of the library to make it easier for patrons to use and browse the collection.

The Lion's Club of Lancaster recently donated \$1,800 for a new Merlin vision enhancement camera and monitor and another \$981 for the purchase of additional shelving for the large print collection.

This month saw continued weeding of the adult non-fiction books. The books-on-cassette section was weeded and materials were placed in new cases when the old cases were worn. Also, new computer generated author initials replaced all the hand-written initials and new spine labels were added, where appropriate.

The Holiday books were relocated to the old Parenting section which took the Holiday books out of the bins they were in and made them much easier to find on regular shelves. New author last name initials were added to the spines to make shelving and retrieving of materials easier. The Parenting section was then located on shelving where the Holiday bins had been located. The volunteer staff just completed a large picture book project involving a color-coded organizational scheme to allow for more efficient access and retrieval of these materials.

Beginning January 2nd, the library will be conducting "Teen Gaming Friday's" through March 27th. DDR, Wii and Guitar Hero will be involved.

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

Agenda Item J – Unfinished Business. No unfinished business.

Agenda Item K - New Business.

Agenda Item K.1 – Expenditure of Private Funds. Mr. Stone introduced this resolution stating it streamlines the process of expending funds we receive through private donations and solicited donations both from the annual fund and any other unsolicited donations that follow the plan of service. It would put a limit of up to \$10,000 and complements the ones already approved. These would then be included in the monthly report on donations. In response to a question from Mr. Berlow, Mr. Stone clarified that it was \$10,000 per activity. If it would exceed \$10,000, it would have to come back to the

Board for approval. Ms. Thomas moved to approve Resolution 2009-3, Ms. Horton seconded, and approval was unanimous.

RESOLUTION 2009-3

WHEREAS, from time to time the Library receives unrestricted private donations or, alternatively, donations made with expressed instructions on how the proceeds from such donations should be used, and

WHEREAS, implementing a standing authorization to expend the proceeds of such donations in furtherance of the Goals and Objectives of the Library System as set out in the institution's plan of service or, alternatively, in keeping with the expressed instructions of the donor, would simplify and streamline this expenditure process, and,

WHEREAS, the costs associated with Annual Fund solicitations have historically been remitted from private fund resources, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library declares a standing authorization for the Library Director, or designee, to expend the proceeds of unrestricted private donations and/or donations made with expressed instructions on how the proceeds should be used either in the general furtherance of the Goals and Objectives of the Library System's plan of service or the expressed instructions of the donor, not to exceed \$10,000, and be it further

RESOLVED, that the Board of Trustees approves the payment of Annual Fund solicitation costs from private fund resources, and be it further

RESOLVED, that amounts expended will be reported monthly in a report of year-to-date donations.

Agenda Item K.2 – RFP Award – Internet Access. Mr. Stone explained this is part of our E-rate program that provides subsidies for our internet access, our telecommunications costs and internal connection costs associated with providing internet and computer services to the public. The next contract is due to expire on June 30th, however, to qualify for the E-rate program we have to file by February 12th which is the date of the next Executive Committee meeting. The RFP went out and we received 5 responses back which they evaluated and were able to make a recommendation in time for today's meeting. Mr. Stone reported the cost for providing bandwidth has dropped significantly and the sooner we get the contract in place, we will save approximately \$1,800 per month. Mr. Berger moved, Ms. Horton made a second, and approval was unanimous.

RESOLUTION 2009-4

WHEREAS, the Buffalo & Erie County Public Library provides Internet Access service to the system's 37 locations, and

WHEREAS, these services are eligible for E-rate program discounts, which currently pay 59% of the cost, and

WHEREAS, pursuant to E-rate program requirements, on December 11, 2009 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, a total of five (5) vendors submitted proposals in response to the RFP on or before the January 12, 2009 submittal deadline, and

WHEREAS, the Library's RFP review committee determined that the cost for Internet Access service as proposed by FIBERTECH NETWORKS was lower than the other proposals, and

WHEREAS, the committee's review of vendor qualifications, technical and service proposals found the FIBERTECH NETWORKS proposal as highly qualified, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library designates the services proposed by FIBERTECH NETWORKS as the lowest cost response for Internet Access Service, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to negotiate and execute the necessary documents to enter into a multi-year agreement with FIBERTECH NETWORKS pursuant to the terms and conditions of the RFP that, regardless of starting date, the first term would end June 30, 2012 (coincident with the E-Rate funding year) and the agreement would include up to three one-year renewal options, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to file all necessary E-rate forms and certifications on or before the respective E-rate filing deadlines throughout the term of this agreement.

There being no further business, on motion by Ms. Horton, seconded by Ms. Pordum, the meeting was adjourned at 4:57 p.m.

Respectfully submitted,

Frank Gist
Secretary