

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 21, 2010

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, January 21, 2010, 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
Richard L. Berger
Phyllis A. Horton
Anne M. Leary
Rick Lewis
Judith K. Summer
Wayne D. Wisbaum

Absent:

Hormoz Mansouri
Albert L. Michaels
Elaine M. Panty
Mario J. Rossetti
John G. Schmidt, Jr.

Agenda Item F – Report of the Chair. (Item taken out of order as a quorum was not yet in attendance.) Ms. Thomas reported she and Director Quinn-Carey met with Senator Antoine Thompson January 15th and he was forthcoming in saying he would be very interested in looking for funding for the Library. A letter of resignation was received from Phyllis Horton. Ms. Horton’s term was up on December 31, 2009, but she has agreed to stay on until someone is appointed in her place. Her outstanding contributions will be missed.

Trustee Rick Lewis arrived and a quorum was in place, whereupon Chair Thomas called the meeting to order at 4:07 p.m. in the Joseph B. Rounds Conference Room.

Trustee Berlow inquired as to what the process is on how one is identified to serve on the Board and how does the Board advocate for people they feel would benefit the Library with certain skill sets. He feels it is time that we advocate for someone with 21st century thinking. It was noted that the process is in the hands of the County Executive and Mayor as these are appointed positions.

Trustee Gist arrived at approximately 4:13 p.m.

Trustee Connors commented that while the Board can recommend and provide a list of people they think would benefit the Library, following up with phone calls and letters, it is totally out of the Board's control. Discussion on a structure to do what Mr. Connors discussed took place with thoughts of the possibility of an ad hoc committee. Mr. Gist voiced a possible problem that if someone's term expired, would you support them if you did not like them or felt someone was more qualified, and who determines who is more qualified? Mr. Connors suggested perhaps the purpose of an hoc committee could be to meet with the Mayor and County Executive's office and express recommendations or suggest individuals if they are having trouble finding individuals to fill a slot. Chair Thomas agreed this is something we should think about and discuss further.

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

Agenda Item B - Approval/Change to the Agenda. Approved as mailed. Ms. Thomas announced that a brief executive session would be held at the conclusion of New Business.

Agenda Item C - Minutes of the Meeting of December 17, 2009. Minutes were moved by Ms. Horton, seconded by Ms. Summer and approved unanimously.

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 2010:

Chair - Sharon Thomas
Vice Chair - Jack Connors
Secretary - Frank Gist
Treasurer - Sheldon M. Berlow

Furthermore, trustees proposed for Executive Committee were Richard L. Berger, Sheldon M. Berlow and Anne M. Leary. Ms. Summer moved for approval and was seconded by Ms. Horton. Approval was unanimous.

Agenda Item E – Meeting Schedule for 2010. A meeting schedule was included in the Board packet. Trustees should advise Chair Thomas of any conflicts. As noted on the schedule, the February Board meeting will be at the Riverside Branch Library, the May Board meeting at the Newstead (Akron) Public Library and the September Board meeting at the Aurora Town Public Library. Also, as noted on the 2010 Executive Committee meeting schedule, the February meeting will be February 4th and the September meeting will be September 2nd.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. Mr. Connors reported the Executive Committee met on January 14th at the Central Library. Trustees Thomas, Connors, Panty, Berlow and Gist were present as were Deputy Directors Mary Jean Jakubowski and Stanton Hudson and Director Bridget Quinn-Carey. The meeting began at 4:03 p.m.

Ms. Quinn-Carey posed the question of whether the Executive Committee would consider increasing and/or removing the financial thresholds regarding personal service agreements (PSA) and other contracts, as well as thresholds regarding expending donations and gifts. The limits are currently \$20,000 for PSA and other contracts (i.e. insurance coverage) and \$10,000 for gifts – even if the donor has given beyond that amount with a specific project in mind. It was requested that the Executive Committee review those spending limits and see if they need to be adjusted so that it doesn't slow down the process. The Executive Committee requested a full proposal for the next Executive Committee meeting, with details regarding the kinds of contracts and spending more clearly defined. Ms. Quinn-Carey will prepare a full report for the next meeting and include documentation of the current thresholds.

The Committee reviewed the agenda for the January 21st meeting.

A Board self-assessment and a Directors assessment will also be on the February Executive Committee agenda.

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

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

Agenda Item G.2.a – Renew Youth Mentoring and Intervention Services. Mr. Stone explained this resolution would continue this program through the end of the 2009-2010 school year and stated at the end of each semester, an assessment is done as to whether it would make sense to continue; at this point it is working quite well and staff

recommends this contract be extended. Ms. Summer moved, Mr. Berger seconded, and approval was unanimous.

RESOLUTION 2010-1

WHEREAS, over two years, the combined effects of a severely declining economy and library outreach efforts have resulted in a significant increase in patron visits to the Central Library with visits in 2009 increasing to 513,214, 7.9 percent above 2008 which had already increased to 475,000, almost 89,000 (23%) over 2007, and

WHEREAS, a portion of this increase is in youth and young adult attendance, where young people are taking advantage of the Library's programs and services, particularly those of the Teen Room, and

WHEREAS, as attendance levels increased, it became apparent that some of our youth and overall library operations would benefit from mentoring and intervention services provided by experienced personnel, and

WHEREAS, after research and consultation, the Library entered into a contract with a local non-profit community support organization: Stop the Violence Coalition (STVC) for a pilot program to address these issues, with STVC providing mentoring services in the Teen Room with trained facilitators providing life management skills and monitors the library building and grounds helping to maintain decorum and to educate the young adults on proper library rules and behavior while using library services, and

WHEREAS, results from this collaboration have been outstanding, with youth attending the library being able to enjoy their library experience while overall decorum in the facility is maintained, and

WHEREAS, the Library desires to continue this program through the end of the 2009-2010 school year at an estimated additional cost of \$33,000 or less, and

WHEREAS, funds are available within the 2010 operating budget professional services expense account (SAP#5160200) to support this effort, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute the necessary contract amendment with STVC to increase the total contract not to exceed amount by \$33,000.

Agenda Item G.2.b - Monthly Financial Report. The monthly financial report for the period ending November 30, 2009, was presented for information. Mr. Stone noted the State Library this past week released final state aid charts for the state 2009-2010 fiscal year. The bottom line was the Library anticipated a decrease and with the way it ended

up, the Library is actually 1.3% ahead of budget. The Governor's proposal for 2010-2011 is a 2.8% decrease in library aid right now. We budgeted the same amount as we did this past year so if it were to pass, we are looking at about 1.5% below 2010 budget in state aid which is roughly 7-8% of our overall revenue picture. He reported we are ahead of our salary savings targets.

After reading a recent article in the Buffalo News, Mr. Connors inquired if we have a specific reserve for fines. Mr. Stone replied the Library has been sending its fines to a collection agency since 2001, Sirsi system tracks the fines and we also reconcile what Sirsi reports as fines collected versus what the cash reports are for each library unit. Additional specifics were discussed. Mr. Stone added, the Library is subject to audit by both the Erie County Comptroller and the County's outside audit by a private, independent firm. Over the years the Library has been selected for sample audits on a number of occasions and done well.

Agenda Item G.3 - Planning Committee. Mr. Berger reported the Planning Committee met on January 7th. The importance of working parallel on the potential structure of the Library and future preparation for possible revenue decreases was discussed. The Committee decided to do this in parallel and it will take some time to do the research on this. In the meantime, they are continuing to work on the financial end of it.

Agenda Item H - Report of the Director. Ms. Quinn-Carey reported Library staff is working very hard compiling statistics for 2009 and figures for the State Library Report. She shared one of the known statistics - traffic through the Central Library alone for 2009 was over 500,000 visits. She feels this can be attributed to some fantastic exhibits, additional programming and a buzz about libraries in general as well as people coming in for computer access, job assistance and those kinds of things. She is anxious to share the additional statistics for 2009 when available.

The New York Library Association (NYLA) is doing "Snapshot Day," a day in the life of a New York Library. The B&ECPLS is going to create our own "Snapshot Day" and participate in the New York effort. The plan is to have a one page statistical overview of each library that says look what libraries are doing and how important they are to their communities even in times of financial stress. These will then be taken to NYLA's Library Lobby Day in Albany on March 2nd which is about education and where we visit our legislators to talk about libraries.

Ms. Quinn-Carey commended staff for doing a fantastic job, keeping up with the demand and still providing quality service to our users. As Mr. Stone mentioned in his report, we are ahead with salary savings credits which means a much greater stress on Library staff because staff is working harder and have more responsibilities dealing with the level of service demand and numbers of people through the building. It affects every position at the Library.

Earlier in the day, a small celebratory lunch took place with Project Flight and Literacy Volunteers to kick off the Library's new relationship with them. Both spaces at the Central Library are in the process of being prepared and readied; the hope is to get Project Flight into the Central Library in the beginning of February and Literacy Volunteers in by the end of February.

An invitation was extended to trustees to join her and staff in attending NYLA's Library Lobby Day on March 2nd in Albany. She feels it would make a great impression.

Ms. Quinn-Carey asked trustees to let her know if they are interested; a carpool could possibly be arranged and a budget is in place if they need to stay overnight.

Ms. Quinn-Carey positively commented on some of the programs the Library has had associated with Darwin noting they have been well attended, the last program with standing room only!

Ms. Quinn-Carey called upon Deputy Director Stanton Hudson for his report.

Mr. Hudson updated trustees on the Annual Fund reporting it is approaching \$45,000, 4 weeks into the campaign. While doing well, he is concerned that for the first time a close date was put on this drive as they wanted to close the campaign during National Library Week which is the second full week in April. Mr. Hudson met with our vendor to talk about the possibility of a small follow up mailing if the Library feels the need and they will monitor this. Approximately 1/3 of the donors and 1/3 of the dollars are new dollars this year. He reports being very happy and impressed with our new vendor, the Zenger Group in Buffalo.

Mr. Hudson conveyed disappointing news that the Library did not make the third round for the Junior League of Buffalo's Show House proceeds grant. The Library is pursuing other avenues to help fund the Library Literacy Master Plan.

He reported per the Development and Communications Office's Summary of Balances for the year, they began the year with \$131,000; deposits of \$179,000; disbursements of \$133,000; and they have been able to bump up the private funds balance by \$45,000.

At the January 19th Library Foundation Board meeting, the Library's wish list of a variety of different projects, not prioritized, was presented which totaled approximately \$125,000. The Library was thankful to the Library Foundation for funding two items immediately; one for \$7,500 for display panels for the Rare Book Room and \$25,000 for relationship management software the Library System will have available to use in any way seen fit.

Invitations for *A Conversation with Ira Flatow* on February 6th were distributed to trustees which includes an 11:45 a.m. private tour of the Darwin exhibit and the recently

completed Special Collections storage area, 12:30 p.m. luncheon, followed by a 2 p.m. program with Ira Flatow. There will be reserved seating and trustees are to R.S.V.P by February 3rd.

Lastly, Mr. Hudson was happy to report they are moving ahead with filling the two vacant positions in their department and hope to have people in place soon.

Trustee Berlow inquired what the funds raised by the Annual Fund go for. Mr. Hudson went over the variety of categories and programs that may be funded. Discussion ensued regarding informing donors what programs are funded so they may be more willing to give. Mr. Connors would like to see in the future an e-newsletter which is an ideal way to communicate with donors and potential donors and could have a solicitation in it for funding.

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

Report of the Director January 15, 2010

Another remarkable year for the Buffalo and Erie County Public Library System. We're still compiling statistics, but our early figures indicate that all major usage measures: door counts, circulation, computer use, web page visits, program attendance – are set to show dramatic increases for a second, and in some cases a third, year in a row.

Literacy

We are preparing space at the Central Library to welcome Literacy Volunteers of Buffalo and Erie County and Project Flight, LLC. All three organizations are thrilled with our new arrangement and planning is under way for additional cooperative ventures among our new collaborative team and with additional literacy partners.

Budget and Funding

March 2, 2010 is the New York Library Association's Library Advocacy Day. A group of Buffalo and Erie County Public Library (B&ECPL) staff will be attending, please consider attending as a visit from a trustee or library patron makes an indelible impression on our elected officials.

Special Collections

Darwin: The Origin of Influence opened on November 9th. Related programs offered over the past several weeks presented by Dr. Sheila Dean, Dr. Richard Lee and Dr. Warren Allmon have drawn in some cases standing room only audiences. Mark

your calendars for February 6, 2010 to see NPR's Science Friday journalist Ira Flatow; 2:00, at the Mason O. Damon auditorium.

Kudos to the entire B&ECPLS staff for their hard work, dedication and commitment to the Library System in 2009; it's been quite a year. We look forward to serving our communities and striving for excellence in 2010.

The following departmental reports provide a detailed view of the activities, services, programs and projects under way at this vibrant institution.

Report of the Chief Operating Officer

Highlights:

White House Forum: As part of a national dialogue on economic recovery, Human Resources Officer **Doreen Woods** participated in the *White House Forum on Jobs and Economic Growth* on December 9th at the Buffalo Convention Center. Over 200 local businesses, labor, academic, and non-profit representatives were in attendance.

Central Library Visits Increase in 2009: Visits to the Central Library grew by nearly 8% in 2009 bringing the total number of visitors to 513,214. Increased programming, new services, in-depth collections, exhibits, guest speakers, and visiting authors are only a few of the reasons that can be attributed to this upward trend.

Teen Room Visits: Despite low attendance during the week between Christmas and New Year's Day, 1,200 teens visited the Teen Room in the month of December.

Increase in Public Training: In response to public demand, the number of public computer training classes increased significantly in 2009. With invaluable skill and training abilities, Training Lab Coordinator **Sara Taylor** managed to book 124 Cyber Train classes (a 125% increase over 2008) and 34 classes in the Central Library Training Lab (a 325% increase over 2008). In addition, attendance soared close to 200% over the prior year. New classes are under development. The Central Library Training Lab team anticipates program presentations will increase in 2010.

SnowFest 2009: The first annual *SnowFest* was held at Central on December 5th. Approximately 200 children, teens and adults enjoyed winter themed crafts and games, a puppet show, karaoke, the family film *Snow Buddies* and participation by several community partners including the SPCA, Girl Scouts, Food Bank of WNY, and a book giveaway made available through Project Flight. Many people stopped by to take a look at the *Pet's Like Reading Too* photography contest entries that were displayed at the *SnowFest*. *SnowFest* was coordinated through the Yellow Team's System Public Services Office.

eBooks Have Arrived: eBooks were the talk of the month as the Library offered a downloadable collection for the first time through Overdrive. Proving to be very popular, the small opening eBook collection has experienced over **700** circulations in just one short month.

Online Medicare Class Offered: An *Online Medicare Informational Training* class, presented by Erie County Senior Services, is now available for scheduling in branch and suburban libraries through March 2010. The 3 hour class is geared toward seniors, early retirees and adult caregivers. Attendees will learn how to use the Medicare website, learn some basic Internet skills, and sign up for a free e-mail account, if needed.

Special Collections on Flickr: A sample of the B&ECPL Local History File has been posted on *Flickr* as part of a pilot project to determine the best method to digitize the file and increase accessibility of this heavily-used, comprehensive resource on Buffalo's history. The Local History File consists of index cards with citations to articles and books about Buffalo and Erie County topics. The Richardson Olmsted Complex is featured in the pilot project. Initial response has been very favorable. This project is the work of Grosvenor Room Librarian **Rhonda Konig**.

Darwin Exhibit: Comments from the public on the Darwin exhibit have been very favorable: "My compliments to the B&ECPL staff person or persons who put the Darwin exhibit together. It has a pervasive insight into the history of evolution theories and discoveries." "A lovely display, Thanks!" "Darwin was ahead of his time in thought, scientific processes, and most importantly in care of his family." "Well done, very informative." "Nice to see the Rare Book Room opened up." "Darwin seems like a person. New perspective."

Presentations continued with Dr. Sheila Ann Dean presenting a noon hour program in the Ring of Knowledge on December 10th. While the first winter storm of the season kept attendance low, all who were in attendance appeared to enjoy the program. Dr. Dean toured the exhibit on which she served as a consultant.

Great Find in the Stacks: A first edition copy of *The Flute of the Gods* (1909) by Marah Ellis Ryan donated to the Buffalo Public Library by Jacob F. Schoellkopf, Jr. and signed by the illustrator Edward Curtis (famous for the 20-volume *North American Indian* publication) was located in the Library's closed stacks and now resides in the Rare Book Room. Keen work by Rare Book Room staff and acting on a tip found on an online listing for an auction, predicated the locating of this *valuable* work.

It Takes a Village: More than 320 children and adults participated in Explore & More a Children's Museum Gram Cracker House programs held throughout the City Branches and Central Library during the month of December. This very popular and very sticky

program coupled with pounds of sugar, candy jewels and creativity provided many with the opportunity to work together, celebrate the season and build a village of tasty treats.

New e-mail System - Microsoft Outlook 2007 Professional: Staff Eudora e-mail accounts have all been migrated to Microsoft Outlook Professional 2007. The Information Technology team has successfully completed the deployment of Microsoft Exchange 2007, messaging and collaborative server software that provides efficient access to e-mail, calendars, attachments, contacts and much more from anywhere. The new system replaced an outdated, 12-year-old e-mail system. Employees' previous "Eudora" e-mail had to be converted to compatible format and then uploaded to the Exchange 2007 Mail store server. The web-based product allows e-mail access from any PC with Internet access. This is especially valuable for the B&ECPL employees assigned to work in more than one location on a regular basis. Overall staff response to the e-mail system change has been very positive.

Programs: The Buffalo Museum of Science held Young Explores and Young Scientists programs at the E. Clinton, E. Delavan, Dudley, Crane, Riverside and Niagara Branch Libraries. The U.S. Census Bureau conducted census testing for local 2010 Census Taker jobs at the E. Clinton, E. Delavan, Riverside and Niagara Branches. Movie Nights, Movie Matinees and Family Fun Nights were presented at various City Branch locations and Central by Children's Room staff as well as Branch staff. Literacy Volunteers, CAO Head Start classes and the AnimeSeekers Teen Club continue at the Niagara Branch Library. Teen Gaming and Adult Gaming were held throughout the City Branch Libraries. December 4th brought Storyteller Karima Amin to the North Park Branch Library in celebration of Kwanzaa. On December 17th, Programming and Outreach Librarian **Kara Stock** presented a *Job Resources at the Library* workshop for 19 unemployed members of the ECC One Stop Center POD (Professionals on Demand) Group. On December 19th, Journey's End Refugee Center held their annual holiday party during the *Let's Go to the Library* program at the Niagara Branch Library. Fifty children and numerous volunteers participated. Miss Mary Ann's (a.k.a. Children's Librarian **Mary Ann Budny**) *Pizza Lover's Book Club* was held December 19th. December 28th brought Carolyn and Joy, handlers from the Greyhound Rescue Adoption Team, to the Niagara Branch Library to present an educational program on greyhounds. Twenty-five children and adults were introduced to *Holly* and *Elvis*. On December 28th, the *fourth night Kwanzaa* program was held at the Frank E. Merriweather, Jr. Library. Close to 200 people, including Mayor Byron W. Brown, heard a panel discussion on holistic health options to mainstream health care.

Tours/Class Visits: Popular Materials Department Librarians **Michelle Snyder** and **Britt White** coordinated regular visits to the Teen Room by Emerson High School special needs students and their teachers throughout the month of December. On December 15th, a tutor from Literacy Volunteers visited with a recently arrived refugee.

Niagara Branch Manager **Brian Hoth** gave a tour which centered mainly on the Language Resource Center. On December 17th, Grosvenor Room Librarians **Rob Alessi** and **Amy Vilz** conducted a tour of the *Darwin: the Origin of Influence* exhibition for 7th and 8th grade students from the BUILD Academy (Buffalo Public Schools). North Park Branch Manager **Dale Schmid** had a class visit from School 42/OTC on December 17th. Central Library Manager **Nancy Mueller** gave a library tour to the GED students that have been meeting in the Teen Room. They were very receptive and asked many questions. Many of them signed up for library cards.

Meetings/Conferences/Training: In addition to monthly staff meetings, Managers/Directors meetings, etc., staff participated in the following meetings/conferences and training programs: Central Reference Librarian **Suzanne Colligan** continued her participation in WNYLRC's Digital Bootcamp on December 2nd. Popular Materials Librarian **Britt White** conducted a telephone conference call with John Shableski from Diamond Comics Distributors, December 2nd. Ms. White also presented a *Get Graphic!* workshop to students in the Educational Technology Department at Buffalo State College on December 3rd - 19 students participated. Central Reference Librarian **Angela Pierpaoli** and Technical Services Department Head **Maureen McLaughlin** conducted *Ning @ Noon* sessions on December 4th and December 15th. On December 4th, Buffalo Branches Manager **Linda Rizzo** and Children's Room Manager **Kathy Goodrich** met with local author, Mick Cochrane, to discuss the System's Summer Reading Program and the Battle of the Books. Mick's newest book, *The Girl Who Threw Butterflies*, was chosen as one of the titles for the 2010 Battle. On December 4th, Popular Materials Librarian **Britt White** met with the Arts & Education Institute staff to discuss B&ECPL involvement in an upcoming graphic novel unit designed for students at the school. e-Branch Manager **Tim Galvin** and Librarian **Keri Thomas-Whiteside** attended the *Slam the Boards* webinar on Monday, December 7th. Library Information Technology Administrator **Toni Naumovski** participated in a WebJunction webinar called *Integrated Library Systems: Open Source and Customization* which was presented online on December 10th. Central Library Manager **Nancy Mueller** attended the WNY Reference Services Forum meeting on December 11th at Canisius College. Central Reference Manager **Dorinda Darden**, e-Branch Manager **Tim Galvin**, Central Reference Librarians **Elaine Kopecky** and **Kevin Wall** along with Crane Branch Manager **Peter Lisker**, Orchard Park Public Library Director **Dawn Peters** and Clarence Public Library Director **Monica Mooney** attended the Ask Us 24/7 Virtual Reference Training on December 16th and Central Reference Librarians **Charles Alaimo** and **Bruce Weymouth** and Central Library Manager **Nancy Mueller** attended on December 18th. Central Reference Librarian **Glenn Luba** attended the *Business Gets Green* meeting at the Merriweather Library on December 17th. On December 21st, Special Collections Administrator **Peggy Skotnicki**, Rare Book Librarian **Amy Pickard** and Grosvenor Room Librarians **Amy Vilz**, **Rob Alessi**, **Sue Cutrona** and **Carol Pijacki** toured the Buffalo & Erie County Historical Society (BECHS) Library with Librarian Cynthia Van Ness. On December 30th, Niagara Branch Librarian **Brian Hoth**, Yellow

Team Leader/System Programming Division Head **Meg Cheman**, Programming Manager **Peggy Errington**, Outreach Librarians **Dan Caufield** and **Kara Stock**, and Children's Department Librarian **Kathy Goodrich** attended the Bi-Annual Outreach Committee meeting held at the East Delavan Branch Library. Outreach Committee Board Members Cindy Casavino, Eugene Pierce and Kathleen Davis were also present. Librarian Trainee **Alison Farinacci** spoke at the Bi-Annual Outreach meeting about Young Adult Services (specifically the Teen Room and its services).

Report of the Chief Financial Officer

Library Staff to Participate on Two County Six Sigma Teams: The first project seeks to explore collaborative opportunities to save costs and more effectively provide facility maintenance services. Library participants will be Maintenance Department employees **Mark Kross**, Chief Stationary Engineer, and **Mary Jane Flagg**, Senior Clerk-Typist. Mark has extensive knowledge of the Central Library's facility needs/issues. Mary Jane is in charge of our work order system/process.

The second project seeks to optimize general and preventative vehicle maintenance activities. **Rich Pirie**, Receiving and Distribution Supervisor, will be the Library's participant on this team. Rich supervises our shipping, receiving, mailing, and internal stores operations. The Library's Shipping Department annually moves about 95,000 boxes of library materials, supplies, and mail amongst our 37 library locations.

At least one member is expected to receive county sponsored "Yellow Belt" training over a two day period. The County's Six Sigma Director, Bill Carey, indicates that "Yellow Belt training provides a solid overview of Lean Six Sigma, and an introduction to the methodology and some of the problem solving tools used over the course of the project. Yellow Belts play a strong role on the team and help with setting up team meetings, agendas, action points, data gathering, etc."

E-Rate Related Request for Proposals (RFP), Library Wide Area Network Generates Active Vendor Interest: The RFP seeks qualified telecommunication carrier(s) to propose an integrated solution for WAN service for the Central Library and each of the thirty-six Buffalo City Branch and suburban libraries. Vendors submitting proposals must be an "e-Rate" eligible telecommunications provider and must be properly registered for participation in the program. The e-Rate program covers 60% of the cost of these services in the current funding year. To date, the RFP has been provided to 13 vendors. Proposals are due back to the library on January 22nd.

Year-end Financial Closing Activities Well Under Way: Activities include updating asset listings and preparing final accruals for the fiscal year which ended on December 31st. Notification received from the State Library with final figures for the State's fiscal 2009-2010 "mid-year" cuts will allow final revenue receivables to be entered. The final

overall reduction ended up being 4.6%, modestly less severe than anticipated in the Library's 2009 budget.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

December 14, 2009 – January 15, 2010

DECEMBER

- 14 Attend Meet and Greet for newly elected Legislators
- 14 Meeting with Al Hammonds, Deputy County Executive
- 15 B&ECPL Building Oversight Committee meeting - Debriefing Central Library
Use Analysis RFP Interviews
- 15 Buffalo and Erie County Historical Society Board meeting
- 15 Marilla Free Library Board meeting
- 16 GLYS book donation official presentation/photo op
- 17 B&ECPL Board meeting – Central Library
- 18 Erie County Commissioners meeting – Rath Building
- 18 Meeting with Roseanne Butler-Smith, Director Amherst Public Libraries
- 21 Meeting with representatives of The Uncrowned Queens Institute at Frank E.
Merriweather, Jr. Library

JANUARY

- 05 Lunch meeting with Mark Mortenson, Buffalo Museum of Science
- 05 B&ECPL Nominating Committee meeting
- 07 Introduce speaker Dr. Richard V. Lee – “Galapagos, A Place of Science and
Surprise”
- 07 B&ECPL Planning Committee meeting
- 09 ACT Trustees meeting at City of Tonawanda Public Library
- 11 Lunch meeting with Kathy Konst, Erie Co. Comm. of Environment & Planning
- 12 WNY Planned Giving Consortium – The Saturn Club
- 12 Introduce speaker Dr. Warren Allmon – “Why Charles Darwin Still Matters”
- 13 Meeting with Contracting Member Library Directors
- 13 Library Managers & Directors meeting – Julia Boyer Reinstein Library
- 13 Lunch meeting with Sharon Thomas, Chair B&ECPL Board of Trustees
- 14 Dr. King Tribute program – Central Library
- 14 Meeting with Buffalo Museum of Science
- 14 B&ECPL Executive Committee meeting
- 15 Meeting with Senator Antoine Thompson and Sharon Thomas, Chair B&ECPL
Board of Trustees

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: December 1-December 31, 2009
Development & Communications Office Activities

DATE: January 12, 2010

OVERVIEW

Major activities centered on:

- Development/implementation of 2009-2010 Annual Fund appeal
- Preparation of full grant proposal for \$515,000 for the Junior League of Buffalo's Show House proceeds. Full grant proposal due December 11.
- NEA grant/Big Read wrap up.
- Coordination of programming associated with B&ECPLS/UB/Buffalo Zoo collaborative exhibition to celebrate the legacy of Charles Darwin.
- Start of implementation of work plan for National Endowment for the Humanities (NEH) Digital Humanities Planning Grant.
- Meetings with Buffalo Public Schools to discuss possible inclusion in US Department of Education grant-linkage with current NEH Digital Humanities grant.
- Working with Erie County's Commission on the Status of Women to implement strategies for celebrating National Women's History Month (March 2010).
- Continued discussions on renewal of lease with Fables Café/Palate Catering.

SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS

Development

- Various components of 2009-2010 Annual Fund appeal created and produced. Mailing of approximately 75,000 pieces completed prior to December 25. Initial response encouraging. Between December 28 and December 31, more than 300 contributions recorded, totaling more than \$20,000. These numbers surpass total annual giving figures for all of 2006-07, and approached both donor numbers and contribution amounts for the entire 2007-08 campaign. The average gift for the end of 2009 is nearly double (more than \$80 per gift) that of the campaign last year (2008-09).
- The B&ECPLS was selected to complete a full grant application for the Junior League/Buffalo News 2009 Decorators' Show House Proceeds. The final application was researched, written, and submitted on December 11. The grant request of \$515,000 would be used to support the Library's Literacy Master Plan.

If granted, the monies would enable the B&ECPLS to: 1) launch four Library Literacy Centers (LLCs) as defined in the Master Plan; 2) enhance teaching and training resources at six of the Library's City of Buffalo branches; and 3) offer early childhood literacy services in 20 additional libraries during the next two years.

- Working with outside consultants, including Randforce Corporation of UB's incubator program, moved forward with research on the Library's \$25,000 NEH Digital Humanities grant to capture and catalogue information related to the project. The goal of "Re-Collecting the Great Depression and New Deal as a Civic Resource in Hard Times" is to encourage and strengthen the teaching, study, and understanding of American history and culture through the support of projects that explore significant events and themes in the nation's history and culture and that advance knowledge of the principles that define America. Particular focus will be made to the Buffalo Philharmonic Orchestra, a WPA project in 1935, its 75th anniversary in 2010-2011. The Library is represented on the BPO's 75th anniversary celebration committee. A second emphasis will be on The Milestones of Science. The 198 items in this one-of-a-kind collection were purchased during the Depression. In 2013, this important asset of the Library's will be 75 years old.
- Assisted in preparation of final report for the National Endowment on the Arts (NEA) \$20,000 2009 The Big Read Grant. Attending meetings to discuss the 2010 grant application and associated programming/ fundraising opportunities.
- Assisted in the development/coordination of programming associated with the B&ECPLS/UB/ Buffalo Zoo exhibition featuring Charles Darwin. Prepared media alerts/promotional materials for all programs.
- Continued discussions with representatives of Fables Café/Palate Catering. The current five-year arrangement ends in March 2010.
- Coordinated the transfer of approximately 7,000 books and periodicals stored in space at the top of the escalator on the second floor of the Central Library to World Book Auction in Ithaca, NY. Terms of the arrangement guarantees a minimum of \$7500 from the online sales initiative.
- Attended the Library's Space Use Study interviews, with a specific eye on development of plans for additional current project funding as well as a potential feasibility study to determine levels of financial support for future phases of the project.
- Met with representative of the Oishei Foundation to discuss future funding opportunities, including the Library Literacy Centers, the Library Space Use Study, and various opportunities related to the Library's Special Collections.
- Began preparations for a grant request to the Buffalo & United Way of Buffalo & Erie County to support start-up costs associated with the collaboration with

literacy service providers Literacy Volunteers and Project Flight and their move to the Central Library. Coordinated the request with the other two partners.

- Monitored sales from Novel Ideas on a weekly and monthly basis.

Community Contacts

- Attended Graycliff Conservancy Executive Committee and Board meetings.
- Attended Western New York Artists Group Board meeting.
- Attended Theodore Roosevelt Inaugural Site Foundation meetings.
- Attended follow up meeting at Forest Lawn Cemetery to discuss ways in which the Library could play a role as the cemetery prepares to transition to a historical venue.

Programming/Public Relations/Marketing

- Met with representatives of The Uncrowned Queens Institute to discuss the public introduction of the information-gathering kiosk now located at the Merriweather Library.
- Met with representatives of UB/WBFO 88.7FM to discuss potential tie-ins between the station and the Library/UB/Buffalo Zoo Darwin collaboration. Specifically explored ways the station might support the February 6 visit of NPR science reporter and UB alum Ira Flatow. Also discussed possible re-introduction of "Meet the Author at the Library" series and other potential collaborations.
- Met with representative of Entercom Communications to discuss 2010 marketing plans that might involve the 7-radio station company.
- Continued to meet and discuss plans for exhibits/themes emanating from the Special Collections area for the remainder of 2009 and through 2011.
- Continued to meet and discuss 2010 programming plans and the role of the Development & Communications Office in support of planned activities, both from a fundraising and marketing standpoint.

B&ECPL Meetings

- Attended/participated in B&ECPL Senior Management meetings
- Attended/participated in B&ECPL Administrative Team meetings
- Attended/participated in B&ECPL Managers/Directors meeting
- Attended/participated in B&ECPL Building Oversight Committee meeting
- Attended B&ECPL Executive Committee meeting
- Attended/participated in B&ECPL Board meeting

Contracting Member Library Activity Reports – January 2010

Boston Free Library – submitted by Laura McLeod, Library Director

A new year is always full of plans and projects. The Boston Free Library has started the year with an overview of library holdings, including weeding, rearranging, and development of our collection. Audio books on cassette and VHS tapes are being eliminated, and Blu-Rays have taken off!

The year ended with record breaking circulation and program attendance. Some of the more popular events in November and December included: a tour by Boston Valley school children, programs by the Buffalo Museum of Science, a Cartooning workshop, Cyber Mondays: a series of computer programs for adults, Wii gaming, story hours, and holiday parties for the children.

As of the first week in January, Story Hour resumed after a short holiday break at the end of December; also, our Friday afternoon Wii gaming for teens. Our bimonthly book club looks forward to discussing *The Story of Edgar Sawtelle* at the end of the month.

Four new laptop computers for public use arrived at the end of December, purchased though Boston's 2009 material budget. These are being utilized already, and are very popular with the younger crowd.

Lancaster Public Library – submitted by Jim Stelzle, Library Director

December finished up another great year at the Library. Circulation was up 3%. The patron count was up 8%. Children's program attendance was up 18%. Young adult program attendance was up 213%. Family program attendance was up 299% and adult program attendance was up 74%.

Specific programs for December included: the Lancaster Carolers putting on a performance for 63, 3 toddler programs, 3 preschool programs, a holiday craft program for kids, 3 teen gaming programs, 2 U.S. Census testing meetings for potential job applicants, flu and pneumonia shots given to 68 individuals by the Visiting Nurses Association, a book club discussion, a program of Christmas songs of different countries around the world with 53 attending, and 9 computer training classes. Meetings for AARP and the Girl Scouts were also held.

The Lancaster Garden Club decorated the library for the holidays. Part of the decorating included putting present wishes for needy children on a Christmas tree. Patrons then took the wishes, bought the presents indicated and returned them to the library. The Salvation Army picked up the presents and distributed them to the

children. About a third of the staff room was filled with presents due to the generosity of the community.

The staff gathered on a Saturday night to make a homemade Christmas card to send out to our library colleagues (see a picture on Lettie Marinaro's Ning page). The staff also met for a holiday gathering at Eddie Ryan's restaurant. It was nice to see Sue Petherick, a retired librarian, out as she is recovering from a serious illness. The Board of Trustees also graciously provided a food extravaganza for the staff at its December meeting.

During December, weeding of the j non-fiction area was completed and weeding of office records was begun under the guidelines of the new Records Retention and Disposition schedule MI-1 recently issued. This will take us to the catacombs of the basement and we hope to be completed by 2020.

The Library was closed on December 10th, due to a power failure caused by high winds which took out a transformer.

The Library's New Year's resolution is to weed, weed, and weed to cause an even busier and more prosperous 2010.

Agenda Item I – Public Comment. No public comment.

Agenda Item J – Unfinished Business. Trustee Connors updated trustees that the Building Oversight Committee has started to get responses from bidders to some of the questions they had and anticipates meeting again in February. He and Ms. Quinn-Carey met with Jack Quinn, President of Erie Community College (E.C.C.), and provided him with an overview of this process; he essentially said the college would be pleased to be partners and involved in some way to move the agenda forward. He also offered some suggestions on public safety training. Their security people are now going through classroom work at E.C.C. to become public peace officers and he offered to make the same type of training available to security staff at the Library. Discussion ensued about the future of the Ellicott street lot and talk about putting a multi-story parking facility there; Mr. Connors believes the Library needs to reach out to the appropriate people to be sure the Library's future needs are incorporated into any plans.

Agenda Item K – New Business.

Agenda Item K.1 – Amend Res. 2008-61 – Securing Directors & Officers and Employment Practices Liability Insurance – System and Contract Libraries. Mr. Stone explained the Board last year approved Directors & Officers insurance with renewal if the percentage increase was less than 10%, which it is; however, the Library has the option to add coverage for cyber liability/network security insurance which it feels is

vital given what is happening in the headlines, our present e-commerce for fines and the fact that we are looking at doing e-commerce for donations and solicitations. The cost of this is \$2,362 which puts it over the 10% limit. Approval from the Board is therefore needed to do this. Mr. Berger moved for approval. A second was made by Ms. Horton, and approval was unanimous.

RESOLUTION 2010-2

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

WHEREAS, under Resolution 2008-61 the Library Director was authorized to renew the Director's & Officers 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 the Cyber Liability/Network Security coverage at the cost of \$2,362, and

WHEREAS, in doing so the total cost of the premium exceeds the 10% increase allowed by Resolution 2008-61, and

WHEREAS, the Library recommends the Cyber Liability/Network Security policy and premium be combined with the current Director's & Officers and Employment Practices Liability Insurance Policy and renewal cost which will increase the total premium cost for 2010 to \$17,737, and therefore be it

RESOLVED, that the Board of Trustees authorizes the Library Director secure Cyber Liability/Network Security coverage and be it

RESOLVED, the Board of Trustees amends Resolution 2008-61 and authorizes the Library Director to execute additional insurance coverage's in combination with the Director's & Officers, Employment Practices and Cyber Liability/Network Security 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.2 - Extend Personal Services Contract - Anne E. Conable, Consultant. Mr. Stone explained this resolution is to extend Ms. Conable's contract with the Library who helps plan and implement a number of Library special projects which are continuing to grow in number and magnitude. Mr. Gist moved, Ms. Horton seconded, and the resolution was approved unanimously.

RESOLUTION 2010-3

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) has contracted with Anne E. Conable to provide professional consulting services supporting activities, programs and projects associated with the Central Library, City of Buffalo Library Branches, and any other Library System event(s) as needed, and

WHEREAS, these efforts have significantly contributed to the success of a number of library events including the Alexander Hamilton exhibition and the current Darwin exhibit and series, and

WHEREAS, the current contract has expired, and

WHEREAS, Anne E. Conable, with whom the Library has worked successfully, has become integral to the planning and implementation of a number of other high profile initiatives slated to take place in 2010, and

WHEREAS, Ms. Conable is eager to continue her work on behalf of the B&ECPL, under the terms and conditions set out in the current contract between the B&ECPL and herself, now therefore be it

RESOLVED, that the Board of Trustees authorizes the Library Director to enter into an amended agreement with Anne E. Conable to extend this contract for an additional amount not to exceed \$25,000.

At 5:03 p.m., Ms. Summer made a motion to enter into executive session. Mr. Connors made a second. The motion was approved unanimously. At approximately 5:22 p.m., on motion by Ms. Horton, seconded by Mr. Connors and approved unanimously, the Board reconvened in public session. Ms. Thomas announced no action had been taken in executive session.

There being no further business, on motion by Ms. Summer, seconded by Ms. Horton, the meeting adjourned at approximately 5:23 p.m.

Respectfully submitted,

Frank Gist, Secretary