

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 18, 2010

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, February 18, 2010, in the Riverside Branch Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair
Frank Gist, Secretary
Sheldon M. Berlow, Treasurer
Richard L. Berger
Phyllis A. Horton
Rick Lewis
Elaine M. Panty
Judith K. Summer

Absent:

Jack Connors
Anne M. Leary
Hormoz Mansouri
Albert L. Michaels
Mario J. Rossetti
John G. Schmidt, Jr.
Wayne D. Wisbaum

Chair Sharon A. Thomas called the meeting to order at 4:08 p.m. in the Riverside Branch Library meeting room.

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

Agenda Item C – Minutes of the Meeting of January 21, 2010. Minutes were approved unanimously, as mailed, upon motion by Ms. Horton and a second by Ms. Panty.

Agenda Item D – Report of the Chair. Ms. Thomas thanked Kerra Alessi, Branch Manager of the Riverside Branch Library, for hosting the meeting and for the treats supplied by the Friends of the Riverside Library. Mrs. Alessi welcomed everyone to the library and offered to be available for any questions at the conclusion of the meeting. Trustees Panty and Summer commented for trustees to take notice of the automatic doors for handicap accessibility which were funded by the Friends of the Riverside Library and another generous benefactor.

Agenda Item D.1 - Committee Appointments. Committee appointment lists were sent out in the board packet. Ms. Thomas asked trustees to advise her of any changes. Ms. Horton has agreed to serve on the Policy, Buffalo Library Services and Bylaws Committees. A revised list will be sent out reflecting this. Mr. Berger moved for approval of appointments as revised. He was seconded by Mr. Gist, whereupon committee appointments were unanimously approved.

Ms. Thomas reminded trustees both a Board of Trustees Survey and Evaluation of Library Director were included in the board packet. Responses are due back March 10, 2010, in a sealed envelope to the B&ECPL Director's Office, to the attention of Sharon Thomas. These will be evaluated in executive session in March.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Ms. Summer read the Executive Committee report in Mr. Connors absence. The Committee met on February 4, 2010. Present were Sharon Thomas, Anne Leary and Sheldon Berlow as well as Bridget Quinn-Carey, Ken Stone, Mary Jean Jakubowski, Stanton Hudson and three representatives from Time Warner Cable.

Ms. Thomas called the meeting to order at 4:12 p.m.

Mr. Stone outlined Resolution 2010-4, Wide Area Network RFP Award. The background and process was outlined. Ms Quinn-Carey commended the staff for their hard work on this incredibly detailed and complex RFP and award process. The resolution was amended in presentation to correct a misstated date range. Mrs. Leary moved and Mr. Berlow seconded a motion to approve the RFP Award as amended. Motion passed unanimously.

Ms. Thomas discussed the Committee volunteer appointment requests and noted she would bring the final appointments to the Board.

Ms. Thomas requested that 2010 versions of the Board Self Assessment and Director's Assessment be included in the February board packet. Assessments should be returned to her attention at the Library in a sealed envelope. Responses are due by March 10, 2010.

Ms. Quinn-Carey presented a document outlining the issue of expenditure limits as per the discussion at the January Executive Committee. The Committee requested that a resolution be prepared for the February Board meeting.

Mr. Berlow suggested that future Board meetings include a presentation of some kind from the Library staff. Ms. Quinn-Carey and staff agreed that this was a very good idea

and will be prepared to present 15-20 minute presentations about library services, planning or programming at each Board meeting beginning in March 2010.

The Committee reviewed the February agenda. Meeting was adjourned at 4:55 p.m.

Agenda Item E.1.a – Wide Area Network RFP Award. The following resolution as amended was approved unanimously by the Executive Committee on February 4, 2010.

RESOLUTION 2010-4

WHEREAS, the Buffalo & Erie County Public Library System utilizes a complex wide area network (WAN) to provide patron access to the Internet at the Central Library and each of the thirty-six (36) city branch and contracting member libraries, and

WHEREAS, these services are eligible for e-Rate program discounts, which currently pay 60% of the cost of the Library System's WAN service, and

WHEREAS, pursuant to e-Rate program requirements, on December 22, 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 seven (7) vendors submitted proposals in response to the RFP, and

WHEREAS, the Library's RFP review committee, determined that the total five-year costs for the service levels needed by the Library as proposed by Time Warner Cable Business Class were lower than the other proposals, and

WHEREAS, the committee's review of vendor qualifications, technical and service proposals, found the Time Warner Cable Business Class proposal as highly qualified, now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo and Erie County Public Library System designates the services proposed by Time Warner Cable Business Class as the best and lowest cost response for the Library's wide area network at the projected bandwidths needed, 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 five-year agreement including renewal options with Time Warner Cable Business Class pursuant to the terms and conditions of the RFP, and be it further

RESOLVED, that if an agreement with Time Warner Cable Business Class is not successfully negotiated and executed by Monday February 8, 2010 the Library Director and/or her designee(s) is authorized at her/his discretion to negotiate and

execute the necessary documents to enter into a five-year agreement with the next lowest responsive proposer, Verizon Business, 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.

Pursuant to the Bylaws, Resolution 2010-4 was mailed to the full Board within three business days.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director Kenneth Stone thanked Mr. Berger for his past service and welcomed Mr. Gist as the new Chair of the Budget and Finance Committee.

Agenda Item E.2.a – Amend 2009 Grant Budgets. Mr. Stone explained this resolution simply amends the 2009 Grant Budgets so they equal the amounts actually disbursed by New York State. Ms. Panty moved, Ms. Summer seconded, and approval was unanimous.

RESOLUTION 2010-5

WHEREAS, the Library receives state aid to support various library activities, some of them budgeted in the Library Grant's budget, and

WHEREAS, final grant amounts for the State's 2009-2010 fiscal year are now known, and

WHEREAS, the overall amount, while more than 11% lower than the Library received in 2008-2009, is modestly above the 2009 grants budget which had anticipated funding reductions, and

WHEREAS, the Library wishes to adjust the grant budgets to reflect the final aid amounts approved by the New York State Library, now, therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the 2009 grant budget to implement the following revenue and offsetting expenditure budget changes:

Grant	Current SAP Budget	Revenue and Expense Change	Revised Grant Budget
Central Library Book Aid	64,610	(2,972)	61,638
Central Library Development Aid	263,455	3,739	267,194
Continuity of Service	42,500	603	43,103
Coordinated Outreach Program	143,578	2,038	145,616
New York State Library Automation	65,025	923	65,948
Library Services to County Correctional Facilities	6,579	980	7,559
Library Services to State Correctional Facilities	30,932	8,484	39,416
Totals	\$616,679	\$13,795	\$630,474

Agenda Item E.2.b – Monthly Financial Report. The preliminary monthly financial report for 2009 year end was included in the board packet. Mr. Stone discussed one-time items that helped out; utility rates and fuel prices were down throughout the year which provided significant utility savings along with reduced medical and retiree medical expense. He noted we are well within budget and more than made the target for Use of Fund Balance.

Agenda Item F – Report of the Director. Ms. Quinn-Carey thanked staff for helping to come in under budget in light of the financial challenges the Library is facing. She thanked managers for taking very seriously the vacancies and recognizes the added stress to many schedules and day to day operations. She pointed out this provides the Library a cushion to re-evaluate where we need to re-appropriate staffing resources and decide what priorities are going to be funded in the future.

Ms. Quinn-Carey discussed a few highlights from her written report distributed prior to the meeting which included the Ask Us 24/7 Reference Service, Library without Walls, Book a Librarian and RFID program. An interim RFID report for the Erie County Fiscal Stability Authority Control Board will be done. She announced Project Flight is in the process of moving in and Literacy Volunteers has some furniture in. Many technology projects are under way and the plan is to gear up for additional training that will enhance the experience for people coming in that need training. She commented this was the first year the Library allocated programming money to all member and branch libraries to offer programming in their communities. The idea was to make sure every library had some type of similar ground, a start up baseline from which to offer programs as it is an essential operational part of what libraries do. Ms. Quinn-Carey shared a letter received from Bonnie Bugbee, President of the City of Tonawanda Public Library Board of Trustees, who was thankful for this funding.

Ms. Quinn-Carey invited trustees to The Buffalo Niagara Partnership *Networking with a Twist* event on March 23rd which will be at the Central Library from 5:30 to 8:30 p.m. Additional information will be sent out.

A copy of a *Business First* article on the Library's partnership with Project Flight and Literacy Volunteers was passed around. She noted there was also mention in *The Buffalo News*. A ribbon-cutting will be done in April, which is National Library Week as well as National Volunteer Month.

An invitation was extended to trustees to a reception following the March Board meeting with Assistant Deputy Director Peggy Skotnicki and the Special Collections and Rare Books staff who would like to show trustees the new and most recently acquired treasures.

The Director called upon Deputy Director Stanton Hudson, Chief Development and Communications Officer. Mr. Hudson recapped items from his written monthly report. In regards to the Annual Fund, he noted while we are doing quite well, things have slowed down significantly; a follow up to past donors is being considered. About 1/3 of the gifts are new and the new gifts are significantly higher than those given in the past which reinforces the idea that we need to continue prospecting going forward.

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

Report of the Director February 12, 2010

No resting on laurels at the Buffalo & Erie County Public Library (B&ECPL), we're off to a roaring start of 2010, with loads of programs, plans and services in the works and under way.

The enclosed reports detail the specifics of many of our new and ongoing initiatives, but here are a few highlights:

- Ask Us 24/7 Reference launched at B&ECPL; our patrons can now get reference help from a librarian day or night. This is an online service that is accessible from anywhere there is Internet access.
- Book a Librarian is off to a great start.
- RFID (Radio Frequency Identification) installations throughout the City Branches continue at an impressive clip.
- Literacy Volunteers and Project Flight are in the process of moving in to the Central Library.

- Technology updates and upgrades, including significantly enhanced broadband to all System libraries by mid-2010.
- Planning for system-wide summer and fall programming related to the summer reading program, special collections exhibition and 2010 Big Read.

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

Report of the Chief Operating Officer

Highlights:

32nd Annual Tribute to Dr. Martin Luther King – The Central Library hosted the 32nd Annual Tribute to Dr. Martin Luther King on January 14th in the Ring of Knowledge. Noted guest speakers included Clifford Bell, Miguel Santos and Rev. Darius Pridgen. Music for the event was provided by the Colored Musicians Club with vocals lead by the B&ECPL’s very own **Angela Stewart**. A special guest appearance was made by B&ECPL retiree and storyteller Sharon Holley. Ms. Stewart works in the Library’s Shipping Department.

Other King Celebrations – On January 15th, State Senator Antoine M. Thompson held a social-justice awards and wreath-laying ceremony in celebration of Dr. Martin Luther King, Jr.’s birthday at the Frank E. Merriweather, Jr. Library. The next day, January 16th, Mrs. Eva Doyle also hosted a program at the Merriweather Library honoring Dr. King with the theme *Highlighting Our Youth Through the Creative Arts*. Nearly 150 attended each of these programs.

Darwin – On January 7th, Dr. Richard Lee of the University at Buffalo and sponsor of the Darwin exhibit presented “Galapagos: A Place of Science and Surprise.” January 12th brought Dr. Warren Allmon, Director of the Museum of the Earth, Ithaca, NY, who presented “Why Darwin Still Matters.”

RFID – RFID technology is now installed and working at 5 of the Buffalo Branch Libraries. East Delavan and Dudley join Crane, North Park and Niagara. Encoding and tagging is expected to be completed at Merriweather, Riverside and E. Clinton by the end of March. Site visits with Envisionware, Inc. are scheduled at each of the Amherst libraries, who will receive the technology next. Encoding and tagging is expected to simultaneously begin at the Central Library, although installation of equipment is not expected until late 2011.

ArcMail – The Information Technology Department has been hard at work implementing and deploying “ArcMail,” an e-mail archiving device that stores all incoming and outgoing B&ECPL staff e-mail. The ArcMail system meets the

requirements set by Federal Rules on Civil Procedures, by storing and maintaining e-mail records in their original state in read-only format.

2009 State Reporting Under Way - Staff is generating year-end usage and financial statistics for the New York State Reports. New reporting mechanisms are being implemented to streamline activities associated with this ominous task.

Centralized Serials Processing - The Clarence Public Library became the 31st location to join the highly successful Centralized Serials Check-in program. It is anticipated that all B&ECPL libraries will be participating in this highly effective and efficient project by the second quarter of this year.

Computer Training - The Library's Cyber Trains are extremely busy with most dates booked for the first quarter of the year. In addition, Training Lab staff is providing instruction for staff on Microsoft Outlook - the new staff e-mail system. Technical Services and Technology Support staff continue to hold training workshops for libraries and departments who wish to launch a Facebook Fan page. Sessions were attended by staff from the North Collins Public Library, Lancaster Public Library and Dudley Branch Library.

Public Library Administrator's Certificate Program - The Library is committed to providing succession training opportunities to staff. Twenty-six applied to the Public Library Administrator's Certificate Program, a comprehensive management training program designed to further enhance the management skills and credentials of working librarians. The five course, fifteen-credit, graduate level program is being offered by the Library through the Palmer Institute for Public Library Organization and Management and the School of Continuing Education Professional Studies, C.W. Post Campus of Long Island University. Twenty B&ECPL employees have been chosen for the program, each receiving a full-program scholarship. Classes begin this spring.

Benefits Committee - The Benefits Committee, chaired by Trustee **Judy Summer**, met January 12th for its annual review of the Employee Benefits Package for Member Library Blue and White Collar employees.

Book a Librarian - The Central Library's Book a Librarian program began this month with positive response and results. A total of 6 sessions were held. Patrons were thrilled with the personalized attention and time provided. Book a Librarian is available by contacting the Library or through the web page www.buffalolib.org.

Ask Us 24/7 has gone live! - On Monday, January 25th, Orchard Park Public Library Director **Dawn Peters** was the first B&ECPL librarian to *man* this new service. Questions were received from as far away as New Jersey and even Great Britain. The Library is committed to provide 14 hours per week for this service. Staff members from

throughout the System have been trained and are assigned to various hours throughout the week. This service is being offered in conjunction with the Western New York Library Resources Council (WNYLRC).

Go Tell Michelle – On January 20th, the Uncrowned Queens Institute and the Department of Theatre & Dance at the University at Buffalo presented an encore performance of *GO, TELL MICHELLE*, a play based on Peggy Brooks-Bertram and Barbara Seals Nevergold's award-winning book *GO, TELL MICHELLE: AFRICAN AMERICAN WOMEN WRITE TO THE NEW FIRST LADY*. The play was adapted and directed by Professor Robert Knopf.

Programs:

System Programming Team (includes Children's Room), Buffalo Branches and Community Connections

Total Children's Programs	34	
	Total Children's Attendance	480
Total YA Programs	19	
	Total YA Attendance	146
Total Adult Programs	20	
	Total Adult Attendance	539
Other Programs	18	
	Total Other Attendance	322
Total Programs	91	
	Total Attendance	1487

Tours/Class Visits: On January 8th, Assistant Deputy Director for Special Collections **Peggy Skotnicki**, Rare Book Librarian **Any Pickard** and Grosvenor Room Librarians **Amy Vilz**, **Rob Alessi** and **Carol Pijacki** each conducted portions of a tour of Special Collections for Trustee Elaine Panty and guests. Ms. Pijacki also conducted tours of Grosvenor Room resources for visiting patrons January 12th, 28th and 30th. East Delavan Branch Manager **Jamie Smith** led a group from Project CARE on a field trip to the Central Library on January 16th.

Meetings/Conferences/Training: Popular Materials Librarian **Britt White** presented a 2 hour Graphic Novel workshop to graduate students of Education at Medaille College. Ms. White also presented the program at the Wayne-finger Lakes County Library Leadership Academy. Central Reference Librarian **Kevin Wall** and Programming and Outreach Librarian **Dan Caufield** attended a Straight Talk business seminar at the

Buffalo Convention Center January 23rd. Mr. Caufield and Children's Department Librarian **Sara Gallien** manned a promotional table at Cash in Saturday, an event sponsored by HSBC, IRS and The United Way. On January 10th, Niagara Branch Librarian **Brian Hoth** accompanied Assistant Deputy Director for Public Service **Ann Kling** to the annual Three Kings Festival held at D'Youville College. Human Resources Officer **Doreen Woods** participated in the Labor Management Healthcare Coalition monthly meeting January 11th. Ms. Woods also participated in a meeting with Erie County Labor Relations Director Christopher Putrino and B&ECPL's Labor Attorney Susan McClaren (Webster Szanyi) regarding the status of the negotiations between the Library and the Librarian's Association. On January 12th, Dudley Branch Manager **Kathy Galvin** attended a Raising Readers meeting at WNE D Studios. On January 14th, Buffalo Branches Manager **Linda Rizzo**, B&ECPL Director **Bridget Quinn-Carey**, Deputy Director **Stanton Hudson**, and Assistant Deputy Director for Public Service **Ann Kling** met with staff from the Museum of Science to discuss the Science in the Branches program, grant application, and IMLS grant. Technical Services and Technology Support Division Manager **Maureen McLaughlin** attended the WNYLRC Regional Advisory Committee meeting January 8th, Assistant Deputy Director for Information Technology **Carol Batt** also attended a WNYLRC meeting for the Continuing Education Committee on January 11th, as did Technical Services Manager Jennifer Childs who attended the Preservation Committee meeting on January 25th. Ms. McLaughlin also attended the ALA Midwinter Conference in Boston, MA January 15th - 18th. Along with Ms. Batt, Information Technology Administrator **Toni Naumovski** and Library Director **Bridget Quinn-Carey** attended a webinar by the American Library Association which focused on the National Telecom Communications and Information Administration's (NTIA) Notice of Funds Availability (NOFA) for the federal government's second round of Broadband Technology Opportunities Program (BTOP). Mr. Naumovski, along with Ms. Batt, and Technical Services Support Specialist **Johnny Hsu** attended the bid document opening for the Library's Request for Proposal Telecommunications Wide Area Network, conducted by Deputy Director - Chief Financial Officer, **Kenneth Stone** on January 22nd. Grosvenor Room Librarians **Thomas Morrissey** and **Suzanne Colligan** along with Assistant Deputy Director for Special Collections **Peggy Skotnicki** met with Dr. Joseph Gambacorta of Buffalo Hockey Experience & Museum to discuss a possible collaboration that would include Grosvenor Room materials pertaining to Memorial Auditorium.

Other: At the January meeting of the Riverside Business Association, Public Services Division (Blue Team) Manager **Patricia Covley** was elected to the Board of Trustees.

Report of the Chief Financial Officer

E-Rate Funding Requests To Be Completed Online This Week: Deputy Director **Stone** is spending quality evening time completing the e-Rate funding request process for the funding year July 1, 2010 - June 30, 2011. E-Rate "471 forms" will be submitted

and certified online prior to the end of the February 19, 2010 deadline (which was just extended earlier today from the previous February 11th deadline due to severe winter storms impacting the east coast) for the following items:

- Internet access for the entire System
- Fiber optic connections to all libraries
- Voice telephone service for all libraries
- Wireless phone service

In preparation for this e-Rate funding cycle, the Library completed a complex and very competitive Request for Proposals (RFP) process to select a provider for the Library's Wide Area Network (WAN) as the present agreement is set to expire on June 30, 2010. A key factor in the RFP was to address the significantly increased bandwidth needs of libraries throughout the System to improve Internet and overall network performance. This will largely eliminate congestion and waiting that some of our patrons are presently experiencing.

Time Warner Cable Business Class won the competition with their proposal to install fiber optic cable to all our library locations at very competitive pricing. Installing fiber will allow the Library to provide much greater bandwidth to meet continually growing patron needs both now and well into the future. Initially this will include increasing bandwidth (capacity) to each library by at least 3 times over the existing T-1 based network, with many libraries' capacity increasing over 6 times.

Additionally, the technological approach to be implemented will allow the Library to eliminate a router from each of the 36 outlying library locations. These routers, necessary for the present T-1 based service, are at "end of life" and would have to be replaced soon. Additionally, to expand bandwidth using additional T-1's or similar technology would have required replacing them with more capable routers/components (translation - more expensive). This change will save the Library at least \$185,000, freeing up equipment replacement designated fund balance dollars to support other library technology initiatives (including the cost of upgrading Internet bandwidth).

During the course of the late winter and spring, Time Warner will be installing this fiber to all library locations, with switchover scheduled for July 1, 2010.

In 2010-2011, the e-Rate program will fund an estimated 61% of system-wide telecommunications and Internet access costs and 90% of the cost of the services specific to the Central Library based upon National Free and Reduced Price Lunch participation rates within the school districts served by these libraries. If all requests were approved as submitted, the B&ECPL would receive total funding of up to \$265,620. Including current year projections and this funding request, since its inception in 1998, the e-Rate

program will have provided over \$2.6 million to support Library telecommunications, Internet access, as well as data related equipment/infrastructure.

This result is possible through the hard and diligent work of the Library's Information Technology Department. Special thanks go to **Carol Batt, Toni Naumovski** and **Johnny Hsu** for their assistance in connection with the e-Rate program under often challenging deadlines.

Project Flight Move-in Under Way, Proceeding Well: Maintenance Department staff, led by **Chip Campbell** and **Mark Kross**, took the lead to ensure the former Mobile Library Department space on the ground floor was prepared and painted prior to the move-in which began this week.

Work to Begin Move-in to 2nd Floor Space for Literacy Volunteers also Commenced this Week: Furnishings owned by Literacy Volunteers arrived and will be set up in the space at the top of the 2nd floor this week. Grant and Literacy Volunteer funded contracts to install a glass wall to replace the temporary partitions in that location is expected to get under way soon.

Central Library Public Restroom Reconstruction Begins: Miller Construction won the contract for this project, which is funded in part by a New York State Library Construction Grant. Demolition began on the 1st floor restrooms Monday, and the loudest portion of the 1st floor work should be out of the way this week or early next week. The contractor will then begin installing new walls, flooring and fixtures. Fixtures will be water and energy conserving. Once work of the 1st floor restrooms is complete, the contractor will move up to the 2nd floor public restrooms. To fill the gap during construction, the auditorium restrooms will be open all day, with signage to guide patrons to this alternative space.

Library Shipping Activity Ends Year on High Note: In December 2009 a total of 8,095 boxes of library materials/supplies were shipped between facilities, a 5.1 percent increase over December 2008. For the entire year the department, led by Receiving and Distribution Supervisor **Rich Pirie**, moved a total of 95,697 boxes of library materials/supplies, a 2.5 percent increase over quantities transported in 2008.

This reflects the continuing popularity of the library's services, particularly the increased patron demand for use of free library material in the face of a prolonged economic downturn. Increased cost consciousness makes a patron's ability to have requested material sent to the library nearest their home or work even more attractive.

These figures parallel the overall trend of increased use at area libraries as system-wide circulation in 2009 increased 314,355 (4%) over 2008 activity. Computer use sessions

increased 147,021 (22%) over 2008 which is particularly impressive considering the prior year had already increased 236,960 (54%) over 2007.

Potential City Contractors Preparing Bid Estimates for Niagara Branch Library

Improvements: Work will include installing a lift to the large meeting area in the basement along with constructing an Americans with Disabilities Act compliant family restroom facility. This work, funded in part by a New York State Library Construction Grant, is expected to be completed by late May 2010. Previous work already completed under this grant included replacing the extremely deteriorated exterior main entrance steps and walkway.

Erie County Elects An Early Payoff Option to a Retirement System Amortization

Payment Plan: In February, Erie County elected to take an early payoff option offered by the New York State Retirement System. The amortization, which allowed employers to smooth out the cost of a sharp increase in employer contributions which took place in 2003-04 over a 10 year period (at approximately 8% interest) would have continued payments through February 1, 2015. The Library has been paying \$102,492 per year for its share of this amortization. Paying \$546,227 now (the regular \$102,492 payment plus the principal balance of \$443,735) eliminates future year payments that would have totaled \$614,952, saving the Library \$68,725 and eliminating the \$102,492 recurring cost in 2011 and beyond. While the payment will impact the 2010 budget, the Library's restructuring initiative achieved more than sufficient labor and fringe benefits savings in 2009 to cover this outlay.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

January 19, 2010 - February 12, 2010

JANUARY

- 19 Meeting with John Murray, President YMCA, and Jack Connors, Vice Chair
B&ECPL Board of Trustees
- 19 Library Foundation of Buffalo & Erie County Board meeting
- 20 Meeting with Jack Quinn, President E.C.C., and Jack Connors, Vice Chair
B&ECPL Board of Trustees
- 21 Project Flight and Literacy Volunteers celebratory luncheon
- 21 B&ECPL Board meeting - Central Library
- 22 Erie County Commissioners meeting - Rath Building
- 23 Speaker at WNY Federation of Women's Clubs
- 25 Rare Books Commission meeting at UB
- 26 Buffalo and Erie County Historical Society Board meeting
- 26 Attend Buffalo Place "High Cost Free Parking" program

- 27 Meeting with Paul Hurley, President Trocaire, and Jack Connors, Vice Chair
B&ECPL Board of Trustees
- 28 "Blizzard of 77" program

FEBRUARY

- 1 North Buffalo Library Planning Committee meeting
- 2 Meeting with Patrick Welch, Director Erie Co. Veterans Service Agency, and Joe
Curry, Seneca Nation Historian
- 3 Visit to Carl A. Kroch Library, Cornell University, with Wayne Wisbaum,
Trustee B&ECPL
- 3 Buffalo State College Presidential Search Finalists Reception (1st of 3)
- 4 B&ECPL Executive Committee meeting
- 5 Buffalo State College Presidential Search Finalists Reception (2nd of 3)
- 6 *Wild Things* event - Central Library
- 8 Lunch meeting with Paul Hogan, Oishei Foundation
- 8 ThinkBright & Well Advisory Board meeting

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: January 1-January 31, 2010
Development & Communications Office Activities

DATE: February 10, 2010

OVERVIEW

Major activities centered on:

- Recording of 2009-2010 Annual Fund appeal response-thank you letters and personal notes to all donors.
- Coordination of programming associated with B&ECPLS/UB/Buffalo Zoo collaborative exhibition to celebrate the legacy of Charles Darwin.
- Planning of donor cultivation event surrounding Darwin exhibit and appearance by NPR commentator/science reporter Ira Flatow on 2/6.
- Continued 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

- More than 800 contributions recorded, totaling more than \$45,000 in contributions through January 31. The average gift to date continues to exceed significantly gifts from the campaign last year (2008-09). Approximately one-third of these gifts are new, and the new gifts are averaging a higher dollar amount overall than repeat gifts, bolstering the need to continue investing in prospecting in the future.
- A meeting of the Library Foundation was held on January 19. A wish list of potential funding opportunities was submitted on behalf of the Library. A grant of \$7500 was approved to make improvements to the Rare Book Room. The Foundation also made a decision to make a major purchase of relationship management/fundraising software (i.e., The Raisers Edge-up to \$25,000), and to make the software available to the Library to support its development/fundraising efforts going forward. A full proposal from software manufacturer Blackbaud is being prepared.
- The B&ECPLS was not selected for the next round of the Junior League/Buffalo News 2009 Decorators' Show House Proceeds to support the Library's Literacy Master Plan.
- Grants were submitted on behalf of the Library, Literacy Volunteers, and Project Flight to the United Way of Buffalo & Erie County to support costs associated with the move of the latter two organizations to the Central Library. **Notification was recently received that a more than \$10,000 grant was made to assist the three organizations in this collaboration, including a \$5000 grant to the B&ECPLS.**
- Held discussions with area attorney concerning a potential sizable bequest to the Library. Subsequently, have held meetings with the attorney representing the gentleman and the Library's attorney to discuss how best to proceed.
- Made a brief presentation at the annual Grantmakers of Western New York (WNYGA) Grantmakers/Grantseekers conference to announce an expansion of the Library System's Foundation Center to four additional library's throughout the county. Costs for the expansion for 2010 are being funded through WNYGA. Target date to be up and running is 3/1.
- Working with outside consultants, including Randforce Corporation of UB's incubator program, continued to move 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. **Planning is beginning to develop programming surrounding information related to the research, centering on topics with relevance to the community and country then and now. Grant opportunities through the New York State Humanities are being explored.**

- Developed a cultivation event for donors, featuring NPR commentator/science reporter Ira Flatow. The event will be held in conjunction with his visit to the Central Library on Saturday, February 6, and will include a tour of the Darwin exhibit, private lunch and book presentation to guests, and reserved seating in the auditorium. Approximate 300 invitations were created and sent.
- 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, especially the February 6 "Wild Things" Family Day at the Central Library. Made contacts and arranged with a number of local non-profits to appear gratis.
- Continued discussions with representatives of Fables Café/Palate Catering. The current five-year arrangement ends in March 2010. Have requested the advice/counsel/expertise of Trustee Sheldon Berlow in fashioning an approach to the negotiations.
- The online sales of approximately 7,000 books and periodicals by World Book Auction in Ithaca, NY (books were previously stored in space at the top of the escalator on the second floor of the Central Library) is progressing nicely. The arrangement calls for a minimum of \$7500 from the online sales initiative. A recent conversation indicated that the sale of the Harpers Weekly books alone produced nearly that minimum amount.
- Monitored sales from Novel Ideas on a weekly and monthly basis.
- Met with representatives of the Buffalo/Niagara Partnership to discuss possible use of the building for an annual breakfast held to recognize area businesses and business leaders.
- Met with Executive Director of Explore & More to discuss potential future joint grant requests to widen programming in branches/member libraries currently provided by Explore & More.
- With the Library Director and other Library representatives, met with the President and other staff members from the Buffalo Museum of Science to explore the possibilities of submitting a major grant proposal to the Institute for Library and Museum Services (IMLS) to support a major expansion of the current "Branched Out" program.

Community Contacts

- Attended Graycliff Conservancy Executive Committee and Board meetings.
- Attended Western New York Artists Group Board meeting.
- Attended Buffalo Society of Artists Trustees meeting.
- Attended Theodore Roosevelt Inaugural Site Foundation meetings.
- Attended reception in conjunction with Forest Lawn Cemetery in furtherance of future talks to discuss ways in which the Library could play a role as the cemetery prepares to transition to a historical venue (primarily in relation to a genealogical initiative between the two institutions).
- Met with representatives of the Tapestry Charter School to discuss ways in which the Library and its staff can assist as they plan for the school's own library, currently being developed for a site on Great Arrow Avenue, approximately one block from the B&ECPL's North Park branch.

Programming/Public Relations/Marketing

- Planned and coordinated lunchtime Darwin programs on January 7, featuring Dr. Richard Lee of UB and on January 12 feature Cornell University professor Dr. Allmon.
- Coordinated luncheon programs by outside groups (programs are all co-sponsored by the Library to benefit additional no-cost marketing opportunities)—Working for Downtown on 1/6 and the Center for Buffalo Art, Architecture, History, and Nature on 1/12.
- Supported planning and implementation of 1/14 Dr. Martin Luther King, Jr. Tribute event.
- Coordinating Library involvement in National Buffalo Garden Festival (summer 2010) and Women Veterans Advisory Council (Erie County).
- Coordinating site visits and planning for MUSE/Bennett Park Montessori opera production to be held in the Central Library Auditorium in March 2010. Coordinated copywriting, calendar layout, related Ring of Knowledge display, and a March 4 kickoff press event for National Women's History Month.
- Developed advertising plan and copy for WNED to promote the Darwin exhibit and Ira Flatow visit. Also created copy for WBFO underwriting spots.
- Produced and distributed media releases and made follow-up contacts for all library activities mentioned above.
- Ongoing copywriting and promotional material development for upcoming exhibits and programs.

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 B&ECPL Executive Committee meeting
- Attended/participated in B&ECPL Board meeting

Contracting Member Library Activity Reports – February 2010

Cheektowaga Public Library – submitted by Christine Bazan

January has been a busy month at the Julia Boyer Reinstein (JBR) and Anna Reinstein Memorial Libraries (REI). Although traditionally very cold and snowy, both Cheektowaga Libraries continued to offer a full slate of programs and activities, and enjoyed the enthusiastic support of their communities.

Children's programs were popular and well-attended, with more than 100 2, 3, and 4 year olds registered and attending 8 different Toddler Times and Preschool Story Hours at both libraries. In addition, the Cheektowaga YES (Youth Engaged in Service) presented a Winter Crafts program, much to the delight of the 5-11 year old crowd.

New library users were introduced to the wealth of information and entertainment that their public library offered, with more than 220 adults and 50 children getting their first library cards at the Cheektowaga Libraries. While they were signing up for their library cards, they could view the Edward S. Curtis Indian photo collection in the display case at the Julia Boyer Reinstein Library. This late 19th century collection is one of the rare treasures owned by the Buffalo & Erie County Public Library, and is housed in the Grosvenor Room. Part of it is on loan to JBR, and has sparked much interest and many comments from a variety of library patrons.

Computer access continues to be an important part of our library service. With the addition of a total of 9 new Gates computers at both libraries, this brings the number of public access workstations to 26 at JBR, and 23 at REI, which has minimized the wait for an available computer at particularly busy times. Our communities possess a high degree of computer literacy, with one patron meeting and eventually bringing over his bride from China, all with the help of the computer that he used nearly every day at the Anna Reinstein Memorial Library!

The Cheektowaga Libraries remain committed to improving the look of their interiors, with new DVD shelving at the Julia Boyer Reinstein Library, new computer desks and tables at both libraries, and new lighting as part of a New York State grant, at the Anna Reinstein Memorial Library.

The Cheektowaga Libraries are an integral part of their communities' fabric. Community Room usage is high, with book clubs, investment groups, the Scouts, Census testing and orientation, various health workshops, MENSA, local preservation societies, and local judges and police groups regularly using the meeting rooms at both libraries in January. Whether it's for a library-sponsored program, access to

information for business, education, or simply entertainment, or as a community place to meet, both the Julia Boyer Reinstein Library and Anna Reinstein Memorial Library continue to provide a popular public service in Cheektowaga.

Agenda Item G - Public Comment. Trustee Summer was asked by Barbara Birt from the Grand Island Memorial Library Board of Trustees to pass along a comment to Ms. Quinn-Carey and the Board. She is extremely pleased to be associated with us because of our work with the literacy program and with the Darwin exhibition. She thought they were wonderful.

Agenda Item H - Unfinished Business. None.

Agenda Item I - New Business.

Agenda Item I.1 - LSTA Service Improvement Invitational Grant 2010-2012. Assistant Deputy Director Carol Batt introduced this resolution which would allow the Library to accept and expend funds from an LSTA grant. The grant monies would be used to purchase computers and equipment to replace the equipment that is currently on one of the dated Cyber Trains (mobile training labs taken throughout the County). The grant would also supplement a part-time salary to provide additional training opportunities. There is a 35% cash match on the equipment so this would also allow the Library to expend that cash match. In addition, it is a two year grant program and the resolution would allow the Library to replicate the program next year as long as it is funded at the same level. Ms. Batt mentioned late last fall we did a Technology Training survey and overwhelmingly the public told us they wanted more training. This would help advance our training initiatives and because it is a mobile Cyber Train, would not just be at the Central Library but all 36 libraries in the County. Ms. Panty moved for approval. A second was made by Ms. Summer, and approval was unanimous. Ms. Panty inquired how soon this would be implemented. Ms. Batt replied it would go into place April 1st. She noted our training staff has already been developing new programs. A copy of the grant application was available for review at the meeting.

RESOLUTION 2010-6

WHEREAS, New York State has announced the availability of 2010 - 2012 Library Services and Technology Act (LSTA) Service Improvement Invitational Grant funds, and

WHEREAS, the proposed project would provide for the purchase of replacement laptop computers, peripherals and software for Cyber Train use, and

WHEREAS, the proposed project would provide Web 2.0 skills training for adults and seniors, and

WHEREAS, the goals of this proposal are consistent with the Buffalo & Erie County Public Library's (B&ECPL) *Five Year Plan*, as well as, the current B&ECPL *Technology Plan 2007 - 2010* and would result in improved service delivery to the community, and

WHEREAS, the Library will support its grant commitment by providing a 35% cash match for replacement equipment which costs \$15,040, and

WHEREAS, sufficient funds are available within the Library fund balance designated for equipment and technology replacement to meet this match, and

WHEREAS, the proposal meets LSTA requirements, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves the proposed LSTA grant application for submission to New York State, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the use, budgeting and expenditure of \$5,264 from the Library fund balance designated for equipment and technology replacement to support its grant commitment by providing a 35% cash match for replacement equipment in Year 1 of the grant, and authorizes the use, budgeting and expenditure of \$5,264 from the Library-fund balance designated for Equipment and Technology Replacement to support its grant commitment by providing a 35% cash match for replacement equipment in Year 2, contingent upon the grant being funded at the same level as Year 1, and be it further

RESOLVED, that if the grant application is awarded in the requested amount, the B&ECPL Board of Trustees authorizes amending the 2010 Grants Budget and subsequently the 2011 Grants Budget by appropriating grant revenues and expenditures in the amount of \$17,400 for Year 1 and \$17,400 in Year 2, contingent upon the grant being funded at the same level as Year 1, to support the programs/equipment purchases as described.

Agenda Item I.2 - LSTA Summer Reading Program 2010. Ms. Meg Cheman, Division Manager - Public Services Programming and Collection Development, introduced this resolution noting the New York State Library has announced the availability of \$220,000 in Library Services and Technology ACT mini-grants for the 2010 Statewide Summer Reading Program. Last year the program attracted 1.5 million children and teens throughout New York State. Our Library System had more than 31,540 participants and hopes to grow on that. Our System is one of 12 library systems eligible to receive \$12,000 in funding for 2010. The funds will be used to support summer reading in Erie County by purchasing summer reading themed materials and supplies for System distribution as well as professional performers to entertain children and their families. Mr. Gist moved for approval of Resolution 2010-7. Ms. Horton seconded. Approval

was unanimous. A copy of the grant application was available for review at the meeting.

RESOLUTION 2010-7

WHEREAS, more than 31,540 children participated in the Buffalo & Erie County Public Library (B&ECPL) 2009 Summer Reading Program, and

WHEREAS, the B&ECPL is thereby eligible to apply for a mini-grant of \$12,000 to purchase supplies and materials in support of the Statewide 2010 Summer Reading Program, and

WHEREAS, New York State Division of Library Development staff have recently sent e-mail confirming the grant amount that B&ECPL will receive, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the Library Services and Technology Act (LSTA) application to obtain a mini-grant of \$12,000 for the 2010 Statewide Summer Reading Program and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded in the requested amount the B&ECPL Board of Trustees authorizes amending the 2010 Grants Budget by appropriating grant revenues and expenditures in the amount of \$12,000 to support the 2010 Summer Reading Program.

Ms. Quinn-Carey took a moment to formally introduced two people in the audience - Ms. Cheman who is heading up the Library's system-wide programming efforts and Ms. Pat Covley, the Blue Team Coordinator, who handles the branches and activities that go on there.

Agenda Item I.3 - Expenditure Limit Adjustments. Ms. Quinn-Carey pointed out this resolution was referred to in the Executive Committee report. She explained this would enable the Director to work more effectively within the budget parameters the Board sets. Right now there are a few segregated items in the budget that have expenditure limits that preclude us from entering into a contract that exceeds \$20,000 or expending gift money that exceeds \$10,000. It affects such things as performance contracts, programmatic contracts, and some operational items such as insurance, speakers, attorney's fees, etc. This resolution would eliminate those limits. The rationale is that these are day to day operational activities; they represent a very small percentage of the overall budget. It does not change how the Library goes about purchasing through competitive bidding and all the checks and balances required to spend public money. It does not change at all the spending limit the Board imparts by virtue of passing the budget. It streamlines the process to make spending in all areas of the budget the same process. Mr. Berger moved for approval. Ms. Panty seconded. While not against this,

Mr. Berlow wanted to make certain the entire Board knows exactly what this entails as only eight members were at this meeting. Ms. Thomas explained the resolution went out ahead of time to the full Board in the board packet providing all Board members the opportunity to review it. Ms. Horton added, if trustees had any questions about it or didn't agree with it, they had the opportunity to call in to voice this; Mr. Berger added historically they have. Mr. Berger mentioned that although not in attendance at this meeting, at the February 4th Executive Committee meeting when this resolution was discussed, both Trustees Leary and Connors were for this. Mr. Berlow stated if they felt the distribution to everyone beforehand was sufficient, he was fine with this. Approval of Resolution 2010-8 was unanimous.

RESOLUTION 2010-8

WHEREAS, current spending limits require the Director to seek Board approval for any professional services contracts in excess of \$20,000 or any private fund expenditure in excess of \$10,000, and

WHEREAS, these limits create delays in implementing services and programs, honoring donor intent in a timely manner, renewing contracts or procuring services and programs, and

WHEREAS, eliminating the limits will not affect the procurement process or competitive bidding for services or goods outlined by Erie County, and

WHEREAS, the Director will not exceed Board-approved budget limits in related budget line items without express Board approval, and

WHEREAS, there are sufficient checks and balances in place on the institutional and county level that ensure fiscally sound expenditure practices for operational and private funds, now therefore be it

RESOLVED, that the Library Director is authorized to enter into agreements as needed for professional services in specialized areas that are not within the normal job functions of library staff and subject to funding for said agreements is available within the current adopted budget for said year, and be it further

RESOLVED, that the Library Director or her designee is authorized 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 Board's goals and objectives of the Library System's plan of service or the expressed instructions of the donor, and be it further

RESOLVED, that the amounts expended will be reported monthly, and be it further

RESOLVED, that this resolution supersedes Resolutions 2008-28 and 2009-3.

In closing, Trustee Panty voiced concern that as of late, while there has not been an absence of a quorum, it has been very close. Discussion followed regarding the importance of trustee commitment to attend both monthly Board meetings as well as Committee meetings. Ms. Thomas noted both trustee illness and traveling have been factors for absenteeism as of late.

There being no further business, on motion by Ms. Summer, seconded by Ms. Horton, the meeting was adjourned at approximately 4:50 p.m.

Respectfully submitted,

Frank Gist
Secretary