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BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, December 17, 1998
4:00 p.m.

RECEIVED
ERIE COUNTY LEGISLATIVE
1998 DEC 16 A 9:42

Call of the roll

- 1. Approval / Changes to Agenda
- 2. Minutes of the Meeting of November 19, 1998 **ACTION**
- 3. Report of the Chair **INFORMATION**
- 4. Committee Reports
 - a. Executive Committee
 - b. Budget & Finance Committee
 - 1. Res. 98-63 - Contract Library Transfers **ACTION**
 - 2. Res. 98-64 - 1999 Budget **ACTION**
 - 3. Res. 98-65 - Disposition/\$550 Donations **ACTION**
 - 4. Monthly Financial Report - 10/31/98 **INFORMATION**
 - c. Bylaws Committee
 - d. Planning Committee
- 5. Report of the Director **INFORMATION**
- 6. Nominating Committee Election **ACTION**
- 7. Report of the Foundation Director **INFORMATION**
- 8. Public Comment
- 9. Unfinished Business
- 10. New Business
 - a. Res. 98-66 - Adoption of B&ECPL Mission Statement, Principles and ALA Library Bill Of Rights **ACTION**
 - b. Res. 98-67 - Library Foundation Grant to Support Rare Book Room Initiatives **ACTION**
- 11. Adjournment

ID-2

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
November 19, 1998

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, November 19, 1998 in the Central Library pursuant to due notice to trustees. The following members were present:

Rebecca L. Mahoney, Chair
David J. Shenk, Treasurer
James W. Burns
Annette A. Juncewicz
Remy Orffeo
Elaine M. Panty
Robert J. Plache
Daniel T. Roach
Judith K. Summer
Stanley H. Zagora

George M. Zimmermann, Trustee Emeritus

Excused:

Frank Gist, conflict
Phyllis A. Horton, ill
Salvatore R. Martoche, out of town
Simone Mitchell-Peterson, conflict
Sharon A. Thomas, conflict

Roland R. Benzow, Trustee Emeritus
Richard O. Hopkins, Trustee Emeritus
Robert W. Ramsey, Trustee Emeritus
Morton H. Stovroff, Trustee Emeritus
John P. Wickser, Trustee Emeritus

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

On motion by Ms. Panty and seconded by Ms. Juncewicz the Agenda was amended to include Item 9.a, Proposed Resolution 98-61 regarding the Library Protection Act. Copies of the proposed resolution were distributed to trustees.

On motion by Ms. Panty and seconded by Mr. Shenk the Minutes of the meeting of October 15, 1998 were approved as mailed.

On motion by Ms. Panty and seconded by Ms. Juncewicz the minutes of the November 4, 1998 special meeting were approved as mailed. Ms. Summer noted that she felt the minutes of the special meeting were an excellent summary of a very complicated discussion.

Report of the Chair

Ms. Mahoney called attention to Resolution 98-61 regarding the Library Protection Act (LPA) which expires on December 31, 1998. She reported that in conversations with Chairman Swanick of the Erie County Legislature about making the LPA permanent, he asked that B&ECPL wait until passage of the 1999 budget before making that request to the Legislature. Chair Mahoney indicated that if the LPA is not made permanent, she expects it will at least be renewed for two more years.

Ms. Mahoney reported that she has received a letter from the Denio (Akron) Memorial Library Board informing the B&ECPL Board of the Town of Newstead's intent to construct a new library for its community. She indicated that in her response to the letter, she will advise the Akron Board that when their application and documentation are received, the request will be forwarded to the Building Advisory Committee as outlined in the *Guidelines and Procedures for Approval of New Library Construction*.

Ms. Mahoney expressed her appreciation to trustees and administrative staff who attended the October 25th farewell dinner for Mr. Walters.

Chair Mahoney informed the Board that Ronald Dubberly of Dubberly Associates has been selected to conduct the search for a new director. The Executive Search Committee will meet with Mr. Dubberly on November 30 at 4 p.m. Human Resources Director Patricia Angstadt will report on Mr. Dubberly's schedule for that day later in the meeting. Ms. Mahoney indicated that input from trustees who are not on the search committee will be welcome.

Ms. Mahoney expressed her appreciation to Budget & Finance Committee Chair Mitchell-Peterson, Acting Director Chrisman, Deputy Director CFO Stone and Assistant Deputy Director Mahaney for their participation in the Library's 1999 budget hearing before the Erie County Legislature on November 13. Legislators have indicated that they appreciate the professional manner in which the Library operates. She also thanked trustee Summer for her support at the hearing.

Executive Committee

In Ms. Horton's absence Ms. Mahoney reported that at its meeting on November 12, the Executive Committee approved the agenda for today's meeting and discussed Agenda Item 8.a - Special Member Allocation to the Concord Public Library.

Budget and Finance Committee

Agenda Item 4.b.1. Contract Library Transfer. On motion by Mr. Shenk and seconded by Mr. Burns the following was approved:

RESOLUTION 98-57

WHEREAS, requests for budget transfers have been received from the Amherst Public Library, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves transfers totaling \$26,283 within the budget of the Amherst Public Library.

Agenda Item 4.b.2. Authorization for Year End Transfers in Excess of \$5000. Mr. Stone reported that the County's year-end closing process is approaching, and it involves finalizing encumbrances (or commitments to spend budgeted funds). The County's deadline for finalizing encumbrances is November 23, 1998. In some cases encumbering items may require budget transfers in excess of \$5,000. In each of the past five years, the Library Board has adopted a resolution permitting the Library Director, with the approval of the Chairman of the Board or the Chairman of the Budget and Finance Committee, to approve transfers within the operating budget impacting objects of expenditure in excess of \$5,000. Transfers are then submitted for ratification by the Board prior to the close of the "thirteenth month." There being no discussion, on motion by Mr. Orffeo and seconded by Mr. Shenk the following was approved:

RESOLUTION 98-58

RESOLVED, that the Acting Director, with the approval of the Chairman of the Board or the Chairman of the Budget and Finance Committee, is authorized to make transfers in the 1998 operating budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures, subject to such transfers being submitted to the Board for ratification by the close of the "thirteenth month."

Agenda Item 4.b.3. Monthly Financial Report. Mr. Stone presented for the Board's information the monthly financial report which provides a summary of revenues and expenditures in the Library's 1998 operating budget as of September 30, 1998.

Library Board's Foundation Review Committee

In Mr. Martoche's absence, Ms. Mahoney reported that there were no meetings of the Committee over the past month. She called on Acting Director Chrisman who informed trustees that the Foundation Review Committee had approved a request to the Library Foundation to fund the purchase of 100,000 refrigerator magnets to be developed in conjunction with the Library's Bar Code Conversion Project and the introduction of the receipt printers. Mrs. Chrisman reminded trustees that Assistant Deputy Director Lucille DeFranks briefed the Board on the Bar Code

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Project at an earlier meeting. She went on to express the Library's appreciation to the Library Foundation which approved the request at its meeting on November 17. B&ECPL will add its Web address to the magnets as was suggested at the Foundation Board meeting.

Bylaws Committee

In Ms. Horton's absence, committee member Orffeo reminded trustees to bring the Bylaws material distributed at the October 16 meeting to the special meeting on the Bylaws scheduled for Tuesday, December 1 at 4 p.m. Ms. Horton has indicated that she will ask for a resolution on the statutory items so that those items can be dealt with quickly.

Planning Committee

Ms. Juncewicz reported that the Planning Committee met on November 18 to review the comments, concerns and support received from the Board of Trustees, the offices of the Erie County Executive and Budget Director, the Erie County Legislature, the Association of Contracting Library Trustees, *The Buffalo News*, the Library Foundation and B&ECPL staff. Comments appeared to be positive and encouraging following the unveiling of the strategic plan. The Committee is scheduled to meet again on December 1 at 3:30 p.m., one-half hour before the special board meeting on the Bylaws.

Ms. Mahoney reported that she and Acting Director Chrisman joined Dr. Glen Holt in a presentation of the strategic plan to Deputy County Executive Keane and Budget Director Kruly on November 5. She felt it was a positive meeting where good ideas were put forth by the County officials. She further reported that Mrs. Chrisman presented an excellent summary of the strategic plan to the Library Foundation Board at its November 17 meeting.

Mrs. Chrisman reported on a meeting with the Editorial Board of *The Buffalo News* which followed the session with County officials. She indicated that the Library was very pleased with the editorial which appeared in *The News* following that meeting. Mrs. Chrisman went on to report that a detailed presentation of the strategic plan was given to library managers the previous day and that there will be further presentations for staff in the weeks to come.

During discussion, in response to Ms. Panty's question relating to public reaction to the strategic plan at branch libraries, Mrs. Chrisman indicated that the response to that same question posed at the managers' meeting the previous day was that there has not been much response. Staff were asked if they have initiated comments or questions and the answer was "probably not." Mrs. Chrisman reported that the Director of the Aurora Town Public Library has contacted her local newspaper with the

intent of having an article in that paper. Mrs. Chrisman further reported that *Buffalo News* reporter Charity Vogel has been in communication with Mr. Mahaney regarding an article to appear in *The News* within the next few days.

Mr. Burns informed trustees that Ms. Vogel had contacted the Mayor's office and spoke with the Chief of Staff who had only superficial knowledge of the issue based upon a *Buffalo News* article. Mr. Burns has had some conversations with Mayor Masiello and a few others in the City's Planning Department and indicated it is critical that the Board establish communication with these people.

Ms. Juncewicz responded that the Committee's next priority is to initiate dialogue with stakeholders such as City councilmembers, the Mayor's Office, the Planning Office and Community Development. She felt it is very important that trustees play an active role in explaining the plan to the stakeholders. Mr. Burns went on to suggest that the plan be distilled into something "more easily digestible." Ms. Mahoney reiterated an earlier suggestion that people read the first 100 pages of volume one and then look up the libraries within their district which appear in volume two. Ms. Juncewicz indicated that perhaps the Committee should investigate condensing the main points of the strategic plan into an executive summary. Mr. Burns further suggested that the plan be put into a form that can be marketed, communicated and circulated so that people will know the essential facts to be digested.

Mr. Orffeo indicated that it's important for people to understand that this document is not "set in stone" and most likely will have modifications and changes.

Ms. Panty stressed the fact that something has to be done. The Library has limited resources which will not increase and a deteriorating infrastructure and dwindling population.

Ms. Mahoney concurred and reiterated her remarks from the November 4 meeting that this is a document in progress and nothing is "set in stone."

Report of the Director

In addition to her written report, Acting Director Chrisman reported that Human Resources Assistant Deputy Director Patricia Angstadt has established a very intense technology training program for staff which commenced the previous day. Forty-seven staff members are being trained in the use of the online catalog, periodical databases, applications software and how to interpret the Library's Internet Policy for the public. Mrs. Chrisman indicated she will report more on this topic in her December report to the Board.

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Mrs. Chrisman further reported that she and Assistant Deputy Director Ruth Collins met on November 16 with Dr. Robert Bertholf, Curator of the Poetry/Rare Book Collection at the University at Buffalo regarding the Huck Finn CD-ROM project. A budget for the first quarter has been established; equipment and software orders are in process for the project which is scheduled to begin on January 15.

Mrs. Chrisman indicated that she and Assistant Deputy Director Mahaney have met regarding the Milestones of Science film project and expect to have the contract with Frank Frost Productions sent to Patrick Martin for his approval very soon.

Mrs. Chrisman further reported that she has scheduled a meeting with Library Foundation Director Vedder and hopes to meet with her on a regular basis in order to keep the Library's many projects on track.

In response to Ms. Panty's question regarding Soundprint, Mrs. Chrisman reminded the Board that as reported at the October board meeting Soundprint's proposal on the Milestones project had differed significantly from what had been presented to the Oishei Foundation. Library staff had asked Soundprint to submit an outline of a revised proposal. Mrs. Chrisman indicated that this has yet to be negotiated and that this topic will be on the agenda of her meeting with Assistant Deputy Director Mahaney.

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

Director Departs for Las Vegas: October 29, 1998 was **Dan Walters** last day "on the job" at the B&ECPL. The following day, he left for the Las Vegas-Clark County Library District. Trustees, administrative staff and guests wished Dan and his wife, **Mary Petty**, well at an October 25th farewell dinner.

Presentation of B&ECPL's Strategic Plan: On November 4, 1998, Aaron Cohen Associates, Ltd. lead consultant, **Dr. Glen Holt**, briefed trustees and Erie County legislators on key recommendations of *The Buffalo and Erie County Public Library in the Third Millenium*. The next day, Dr. Holt, accompanied by Chair **Rebecca Mahoney** and the Acting Director, discussed the study with Deputy County Executive **James Keane** and Budget Director **Ken Kruly**. This session was followed by an interview with the *Buffalo News* editorial board. The November 5 edition of the *News* included a balanced report on the November 4 meeting, which was supplemented by a generally supportive editorial on November 7.

Dr. Holt briefed contract library trustees and directors on November 5 and completed his assignment in Buffalo by discussing aspects of the plan with administrators and the Strategic Planning Task Force on Friday.

B&ECPL's contract with the Cohen firm concluded with Dr. Holt's visit. The Board's Planning Committee will develop the next steps to ensure that the community has adequate opportunity for review and discussion of the plan.

1999 Budget Process and Meetings: The Acting Director attended a briefing on the County Executive's proposed 1999 budget on November 9. County Budget Director **Kruly** presented an outline of the proposed budget and highlights of remarks made earlier in the day by County Executive **Gorski**, when he unveiled his proposal to the media.

The County Executive proposed a budget that included essential Board requests submitted earlier this year, such as expanded hours in certain libraries, which are required to meet State minimum standards in 1999. All library positions were funded, as well as Sunday service hours for Crane and Dudley branches, which will augment those provided by the Central Library and regional facilities. The Executive's budget fulfilled his commitment to increase the Library's materials budget by one million dollars over four years with his 1999 proposed allocation of \$250,000 for materials. The County's capital plan included \$2 million for Central Library renovations.

Although the County Executive's proposed budget did not sustain all items requested by the Board, the Budget and Finance Committee at its November 12 meeting agreed with staff's recommendation to forgo requests for additional funds when meeting with the Legislature's Budget Committee on November 13. A briefing on the budget hearing will be provided at the November 19 meeting of the Board.

Denio Library Receives Unexpected Federal Dollars: A recent *Buffalo News* article detailed the allocation of \$1 million dollars from **Rep. Bill Paxon** to the Town of Newstead to assist in funding a new library facility for the community. **Ruby Paxon**, the congressman's grandmother, was the librarian at the Denio Memorial Library until age 85. Denio Library Board President **Sally Stapleton** has transmitted a letter to Chair **Rebecca Mahoney**, indicating the intent of the Denio Library to construct a new facility and requesting B&ECPL's support and guidance. Denio staff will prepare an application, which, upon receipt, will initiate formal review of the proposal by the Building Advisory Committee, in accordance with the "Guidelines and Procedures for Approval of New Library Construction."

1998 NYLA Conference: The New York Library Association conducted its annual conference in Rochester between October 28 and November 1, 1998. On October 30, Assistant Deputy Director **Ruth A. Collins** represented B&ECPL at the Central Library Directors meeting, and Assistant Deputy Director **Michael C. Mahaney** represented B&ECPL at the Public Library System Directors Organization (PULISDO) meeting. All told, 21 staff from various B&ECPL locations participated in NYLA programs and meetings. As

the conference will be held in Buffalo in 1999, it was especially important for B&ECPL librarians to attend and begin to prepare local arrangements and other tasks associated with this annual statewide event.

Workstations Give Central a New "Look": The long-awaited computer workstations—purchased with Library Foundation funds—were installed throughout the Central building creating a sense of anticipation among staff and public alike. The Central Public Services staff acknowledges and offers thanks to **Bob Gervan** and the unsung heroes of the Maintenance department, who have applied their muscle, many skills (carpentry, electrical, etc.) and ingenuity to the rearrangement of subject departments for technology integration. Congratulations are due also to the pages and senior pages who worked tirelessly on October 11th and 12th to accomplish the relocation of the business and science collections.

Central Hosts Several Distinguished Groups: During the month of October, Central welcomed the following groups: the Music Library Association—New York/Ontario Chapter, the Oral History Association Annual Meeting, the WNY Genealogical Society, and Board Chair **Rebecca Mahoney's** seventh grade class from North Park Middle School.

In addition to the above, staff prepared programs for fifteen school groups and two college classes (Canisius College - Children's Literature and U.B.'s Planning and Architecture students).

Ward Pautler Honored: County Executive **Gorski** recognized Learning Center Manager **Ward Pautler** for his efforts on the Deferred Compensation Committee at an awards ceremony on October 15. Mr. Pautler also was honored by the Depew Union Free School District for service on their Technology Committee.

Outreach Efforts: Staff members continue to make the Library more visible in the community: **Kate Weeks** spoke to 25 adult students from the Entrepreneur Assistance Program sponsored by the Buffalo Economic Renaissance Corporation about BS&T's small business resources; **David Pfeiffer** attended the IRS-Business Assistance Center Board Meeting; **Sharon Holley** attended meetings of the Kwanzaa Committee, the American Business Women's Association, and the Coalition of African and African American Historical Groups to name just a few!

Cazenovia Branch librarian **Claudia Yates** recently participated in the "Teacher for a Day" program, sponsored by the Buffalo Alliance for Education. The Niagara Branch Library began collaborating with Public School #77 on a program entitled "Read-It," an offshoot of the America Reads Challenge developed by the U.S Department of Education.

Northwest Branch on the Evening News: The Northwest library was the scene for a spot on the Channel 7 News November 4th. Mike Randall pointed out the availability of a little-known biography about Doug Flutie that can be obtained at Northwest and many other libraries. With all the Flutie hype, Channel 7 chose to direct fans to the Library for the real story.

The following report was submitted to the Acting Director by the Deputy Director, Chief Financial Officer and transmitted to the Board for information:

County Executive's Recommended Budget Released on November 9th: The recommended budget includes all existing positions, contracting library allocations as requested by the Library Board, funding for Sunday Hours at the Crane and Dudley Libraries in the City of Buffalo and the service hour improvements requested for the contracting libraries. B&ECPL will meet all State 1999 service hour standards.

Not all of the Library's request was recommended for funding. Amounts for legal services, training related travel, and maintenance supplies, while increased, were less than the projected need. Staff will review 1998 ending fund estimates, subsequent to receiving the 1998 State retirement billing detail, and bring a recommendation to the Board for using the ending fund balance.

Amounts for fringe benefits were reduced to reflect a lowered estimate for State retirement expenses in 1999. If these projections hold, this should have no impact upon Library operations.

B&ECPL's 1999 Budget Request Presented to County Legislature: Board Chairperson **Rebecca Mahoney**, and Budget & Finance Committee Chairperson **Simone Mitchell-Peterson** presented the Library's 1999 budget request to the County Legislature at a budget hearing this morning. Acting Director **Diane Chrisman**, and Deputy Director-CFO **Ken Stone** also participated. Board member **Judith K. Summer** also attended, as did Deputy Director-CIO **Shirley Whelan**, and ADD's **Patricia Angstadt**, **Ruth Collins**, **Lucille DeFranks**, and **Michael Mahaney**. Board Chair **Mahoney** thanked the County Executive for his recommended budget and thanked the legislature for their continued support of the Library. The meeting was very positive, with thoughtful questions asked and answered by Board members and staff. Several members of the Legislature expressed their appreciation of the leadership provided by the Board and thanked them for presenting the budget.

Personal Safety: A Crime Prevention Program was held at the Mason O Damon Auditorium of the Central Library on October 27th. **Vicky Smith**, Community Police Officer/Dare Officer with the Buffalo Police and **Ron Coyle** of Buffalo Place Inc. presented staff with a lively and useful program.

Erate Award Notices Expected to Begin Arriving Soon: Latest word from the Schools & Libraries Corp. is that funding commitment letters will be sent out in waves beginning in mid-November. Pure telecommunications requests will be funded and notified first, followed by internal wiring projects.

They are still maintaining a December 1, 1998 opening date for filing 1999 requests (covering the period July 1, 1999 through June 30, 2000). However recent statements have been more tentative, indicating that this date may slip.

Erate Funding for Next Year Remains Less Certain: It is still very possible that the next Congress may dramatically change and/or eliminate this program, so funding can not be counted on at this time.

Planning for the Central Library Roof Replacement Project Continues: A second planning meeting for next summer's Central Library re-roofing project took place on November 9th. Public Works staff with expertise in roofing projects and asbestos related work, representatives from Trautman Associates and Watts Engineers (under contract with the County), along with Maintenance Supervisor **Robert Gervan**, Acting Director **Diane Chrisman** and Assistant Deputy Director **Ruth Collins** participated. Timing and priority items were discussed. The group agreed that any work that will be performed would take place after the library has closed for the day. Trautman and Watts engineers were asked to consider the recommendations discussed at the session and return with options for the project.

The following report was submitted to the Acting Director by the Deputy Director, Corporate Information Officer and transmitted to the Board for information:

Gates Library Foundation Urban Leadership Grant: Adequate staff training was identified as a critical success factor by the Gates Library Foundation. In preparation for the December introduction of public access computing with the GLF personal computers, a new staff technology training program is scheduled to begin November 18. This month, Network Support worked with Patricia Angstadt, Assistant Deputy Director, Human Resources, Ruth Collins, Assistant Deputy Director, Central Library, and the B&ECPL Training Team to finalize the patron profiles and the administrative procedures for *Access to the Internet and Personal Computing Resources*. Both will be key components of the staff training.

In addition, upgrades to the infrastructures of the six libraries in the City of Buffalo, currently without OPAC and awarded the Gates Library Foundation Grant, have begun and are being monitored. The libraries are Dudley, East Delavan, Fairfield, Niagara, North Jefferson, and Northwest.

OPAC - Central Library Infrastructure Upgrade: Phases I and II of the Central Library Infrastructure Upgrade Project have now been substantially completed by the respective contractors.

Worden and Network Wiring Solutions successfully installed the new OPAC furniture, purchased by the Library Foundation, on schedule.

Network Support is now in the process of upgrading the Central Library LAN (local area network) to use the new power and data cabling, providing a significant increase in transmission speed to our local servers and the Internet. Using the new enhanced Category 5 cable and powerful switches located in the 6 recently built wiring closets, dedicated transmission to the desktop, across our gigabyte backbone, can be achieved at 100mb/sec. The advantages of the new technology will be realized in late 1998 and early 1999 as over 100 new workstations are made available to the public for access to the web-based OPAC and/or the Internet and specialized databases.

OPAC - Branches and Towns: Classic OPAC training and installations have been completed for the **Eggertsville-Snyder, Brighton and North Cheektowaga** libraries. The "classic" OPAC installation provides library users with access to the B&ECPL on-line public access catalog and the *Infotrac* periodical database in a text-based mode. All installations are being completed on high-end personal computers in order to facilitate an upgrade to the new web-based OPAC, with full Internet access, in 1999.

A "classic" OPAC implementation will be completed at the **Depew** branch in Lancaster as soon as the Category 5 data cable is installed.

Documents are now being prepared to solicit bids for the data cabling of the final 15 libraries without OPAC.

MCI LibraryLINK Grant and the B&ECPL Web Site: An Internet Team meeting was held to celebrate the completion of the Buffalo & Erie County Public Library web site. Final updates are now being made in preparation for publishing on the World Wide Web by the end of the year.

Telecommunications Act of 1996 and E-Rate 1998 and 1999/2000: It is anticipated that on November 18, the Schools and Libraries Corporation will begin issuing the first commitment letters for "e-rate" discounts. The Buffalo & Erie County Public Library expects that we will receive notification that our applications for basic services, including telephone, telecommunications costs for our wide area network and Internet access will be approved. However, approval for applications for assistance with our "internal connections" are still questionable.

On December 1, 1998, the application process for the time

period, July 1, 1999 to June 30, 2000, will begin.

Bar Code Project: The receipt printers have been ordered and received. Plans are now being made to install 121 receipt printers at each Circulation Desk terminal located in the 52 B&ECPL libraries using the DRA system. However, the receipt printers will not be used in place of "date due" cards until patron notification and administrative procedures have been completed.

New Network Center: Two part-time computer operator trainees have been hired to supplement the full-time staff.

Report of the Foundation Director

A written report from Foundation Director Kathryn E. Vedder which included information on the Oishei Foundation and the reception at the Saturn Club in celebration of the Oishei Foundation award, the 1998 Annual Fund, the Technology Training Room, the Children's Author Series and the Grosvenor Concert Series was included in Board members' packets. In addition to her written report Ms. Vedder added that the Foundation was pleased to assist in the staff training through a grant of \$25,000 toward the establishment of the training room. She distributed post cards illustrated by 1998 Caldecott Award winner Paul O. Zelinsky. The noted children's book author and illustrator will present programs for parents and children at the Audubon Library on December 4 at 4 p.m. and in the Mason O. Damon Auditorium in the Central Library on December 5 at 11 a.m. and 3 p.m.

Public Comment

Elizabeth Berry of Buffalo, New York had a number of questions relating to the Strategic Plan, including if the 1999 proposed budget includes funding for any aspect in the plan. Mrs. Chrisman invited Ms. Berry to meet with her at the conclusion of the board meeting so that she can provide answers to those questions. There will be an abridged version of the Plan available soon and Mrs. Chrisman assured Ms. Berry that she will receive a copy. Ms. Mahoney stressed that there is nothing relating to the Strategic Plan in the 1999 budget proposal.

Thomas Mudra, North Collins Trustee and ACT Representative, indicated that he understood everyone's concerns about hiring authorities and other topics noted in the strategic plan but asked the Board to keep in focus the fact that there are twenty-three separate contracting library boards of trustees who sign twenty-three separate contracts to provide services to the residents of Erie County. He also expressed concern that the Akron Library's request for a new building will be forwarded to the Building Advisory Committee while the Collins Library, which had submitted an application earlier this year, was told to wait until the Strategic Plan was put in place before submitting its request. He asked that this issue be addressed. Mrs. Chrisman

indicated that she will review the correspondence from Collins and inform the Executive Committee what needs to be done next.

Unfinished Business

Agenda Item 8.a. Amendment to 1998 Budget. State Aid - Special Member Allocation - Concord. Deputy Director Stone reported that on July 31st the Library received notification from the State Department of Education that "A grant-in-aid in the amount of \$20,000 has been apportioned to your library system." The notice itemized the amounts as follows: Depew Branch Library - \$3,000; Elma Public Library - \$3,000; Lancaster Public Library - \$4,000; and Town of Concord Public Library - \$10,000. Subsequent correspondence and conversations with State Education Department personnel provided further details. These amounts represent "Special Member Allocations" from the state legislators for the benefit of the libraries listed.

After briefing and receiving input from the Board's Executive Committee, the affected town libraries were asked how they wished to have the funds expended on their behalf. This approach is similar to the method used this year to receive and expend appropriations for specific libraries from individual County Legislator's contingency funds. The amounts for the Depew, Lancaster, and Elma libraries as requested by each library, added to each library's materials budget through Resolution 98-49, adopted at the Library Board's September 17, 1998 meeting.

The Hulbert Library Board of Trustees, at its September 3, 1998 meeting, initially proposed a different approach. Subsequent discussions resulted in the proposal in the following resolution. The \$10,000 would be used to purchase two new computers and two printers per library specifications, as well as several small equipment items and an exterior storage shed. All items would be purchased through the system business office utilizing state or county contract discounts where applicable.

On motion by Mr. Shenk and seconded by Mr. Zagora, the following was approved:

RESOLUTION 98-59

WHEREAS, the State Legislature has apportioned a total of \$20,000 to the Buffalo & Erie County Public Library System designated to benefit the Depew Branch Library (\$3,000), Elma Public Library (\$3,000), Lancaster Public Library (\$4,000) and the Town of Concord Public Library (\$10,000), and

WHEREAS, libraries within Erie County routinely request funds for items such as office equipment, furniture, computer equipment and additional library materials that the county budget is unable to fund, and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment and materials needs, and

WHEREAS, amounts for the Lancaster Public Library (\$4,000), Depew Library (\$3,000) and the Elma Public Library (\$3,000), were placed, at the request of each library, in each library's materials budget via Resolution 98-49, which was adopted by the Library Board of Trustees on September 17, 1998, and

WHEREAS, after discussions, the Hulbert Library Board of Trustees has requested the \$10,000 designated for its library be used to purchase two new computers and two printers per library specifications, as well as several small equipment items and an exterior storage shed, and

WHEREAS, all items would be purchased through the system business office utilizing state or county contract discounts as applicable, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve a budget amendment to the 1998 budget to allocate \$10,000 of said funds as follows: SFG #820973420933 (technical equipment) to be used for computer and related equipment purchases-\$7,400, SFG #820973420931 (building equipment)- \$1,200, and SFG #820973420826 (other)-\$1,400 for the Hulbert Library of the Town of Concord.

Agenda Item 8.b. Authorize Chair to Execute 1999 Contracts with Contract Libraries. Mr. Stone reported that as a result of Erie County's budget adoption process annual contracts with B&ECPL contracting libraries are typically adopted in a very compressed timeframe. This creates a burden on the contracting library board members who often have to schedule meetings during the holidays for contract approval to ensure funds can be made available on or about January 1st.

For 1999, the County Executive has recommended the exact amount requested by the B&ECPL Board of Trustees for each contracting library. Additionally, no changes to the 1998 contract form are proposed with the exception of:

- updating dates and budget amounts and service hours as contained in the 1999 board approved budget request for each library;
- providing a streamlined process for amending contracts should additional funds become available;
- allowing for the downgrade of a Librarian II position in the Amherst Public Library to Librarian I with a portion of the savings used to add 1,500 part-time Senior Page hours at the request of the Amherst Public Library (the balance of savings being retained by the system); and

- removing "TOLIS" telephone budget amounts from the Aurora, Cheektowaga, Hamburg, Marilla, and Tonawanda library budgets as those lines have been replaced by system funded frame-relay lines.

Based upon these facts, the proposed resolution authorizes the B&ECPL Board Chair to execute 1999 contracts, utilizing the 1999 proposed budget allocations and figures and with no changes other than the items noted above, in advance of final budget approval.

In the unlikely event that the final budget is lower than the proposed total, the existing contract's paragraph "TWENTY-FOURTH" provides a mechanism to adjust for this contingency.

Mr. Sherk proposed the following correction in the first "Resolve" of proposed Resolution 98-60: delete the extra phrase "to execute." There being no other corrections, on motion by Ms. Panty and seconded by Mr. Burns the following was approved:

RESOLUTION 98-60

WHEREAS, at its regular meeting of July 23, 1998, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 98-42 adopting the Library's 1999 Budget Request, and

WHEREAS, this budget request included the sum of \$7,976,873 for the total of allocations to contracting libraries, and

WHEREAS, the County Executive's recommended budget, released on November 9th, recommends the same amount, \$7,976,873, for the total of allocations to contracting libraries, and

WHEREAS, as a result of Erie County's budget adoption process annual contracts with B&ECPL contracting libraries are typically adopted in a very compressed timeframe with a final budget unavailable until mid to late December, and

WHEREAS, this creates a burden on the contracting library boards who often have to schedule meetings during the holidays for contract approval to ensure funds can be made available on or about January 1st, and

WHEREAS, providing proposed annual contracts to B&ECPL contracting libraries in advance of budget finalization and based upon the proposed allocations would benefit these libraries by allowing more time for contract review and adoption, and

WHEREAS, no changes to the 1998 contract form are being proposed other than those: 1) updating dates, 2)

updating budget amounts and service hours as contained in the 1999 board approved budget request for each library, 3) providing a mechanism to disburse increased allocations to contracting libraries without fully reissuing each contract, 4) downgrading a Librarian II position in the Amherst Public Library to Librarian I and using a portion of the savings to add 1,500 part-time Senior Page hours with the balance allocated to other system budget needs at the request of the Amherst Library Board and 5) removing "TOLIS" telephone budget amounts from the Aurora, Cheektowaga, Hamburg, Marilla, and Tonawanda library budgets as those lines have been recently replaced by system funded data lines, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Chairperson of the Board of Trustees to execute 1999 contracts, utilizing the 1999 proposed budget allocations and figures, and be it further

RESOLVED, that this authority to execute contracts is limited to contracts where no changes will be made to the 1998 contract form other than those: 1) updating dates, 2) updating budget amounts and service hours as contained in the 1999 board approved budget request for each library, 3) providing a mechanism to disburse increased allocations to contracting libraries without fully reissuing each contract, 4) downgrading a Librarian II position in the Amherst Public Library to Librarian I and using a portion of the savings to add 1,500 part-time Senior Page hours with the balance allocated to other system budget needs at the request of the Amherst Library Board and 5) removing "TOLIS" telephone budget amounts from the Aurora, Cheektowaga, Hamburg, Marilla, and Tonawanda library budgets as those lines have been recently replaced by system funded data lines.

New Business

Agenda Item 9.a. Library Protection Act. Ms. Mahoney called attention to Resolution 98-61 which was distributed to trustees earlier in the meeting. The Library Protection Act was enacted by the Erie County Legislature in 1992 and renewed for two years each in 1994 and 1996. As the current LPA expires on December 31, 1998 the proposed resolution requests the Legislature to adopt the LPA permanently.

Mr. Orffeo moved adoption of proposed Resolution 98-61 and Mr. Shenk seconded the motion. During discussion Mr. Orffeo suggested that it be pointed out to the Legislature that it is time-consuming to take this action every two years. Ms. Mahoney indicated that with the Strategic Plan in a "state of flux" the Legislature may not be receptive to making the Act permanent. Mr. Plache felt that things will obviously change over the years

and that adoption of the LPA should be kept separate from the Strategic Plan issue. The Library is seeking a stable funding mechanism in each of the subsequent years and the Board should request that the LPA be made permanent. During further discussion, Chair Mahoney indicated that she has been in contact with Chairman Swanick and Community Enrichment Committee Chair Marinelli and that all parties will work on passage of the Library Protection Act.

As moved and seconded earlier the following was approved unanimously:

Resolution 98-61

WHEREAS, the Library Protection Act was enacted in 1992 for two years by the Erie County Legislature to protect the Library's limited funding, and

WHEREAS, the Library Protection Act was renewed by the Erie County Legislature in 1994 for two years and again in 1996 for two years, and

WHEREAS, the Library Protection Act has been shown to provide a stable funding mechanism that enables the Buffalo & Erie County Public Library Board of Trustees to plan and sustain annual library services within Erie County, and

WHEREAS, the Library Protection Act expires December 31, 1998, and

WHEREAS, the Erie County Legislature's Community Enrichment Committee from time to time has expressed a commitment to consider making the Act permanent or extending it once again, and

WHEREAS, stable funding enables the Board of Trustees to plan and maintain quality services for Erie County residents throughout budget years, now, therefore, be it

RESOLVED that the Board of Trustees of the Buffalo & Erie County Public Library requests the Erie County Legislature to take such action as to make the Library Protection Act permanent so that annual library appropriations adopted by the Legislature will be protected from mid-year cuts.

Ms. Mahoney called on Assistant Deputy Director Patricia Angstadt who informed trustees that Library Director Search Consultant Ronald Dubberly will meet with various stakeholders throughout the Library to help develop a profile for a new director. He will arrive the evening of the November 29 and leave the evening of the 30th. He is scheduled to meet with Library Administrators from 8-9:30 a.m. Various members of ACT and town directors have been invited to meet with him from 10

Minutes of the Board of Trustees

Page 18

a.m. to noon. Representatives from the three library unions will meet with Mr. Dubberly from 1:30-2:30 p.m. and he will meet with the Executive Search Committee from 4-6 p.m.

Library Foundation Director Vedder asked if Foundation board members can be included in the process. Ms. Mahoney indicated that the same questionnaire given to Library trustees will be made available to Foundation Directors.

In response to Ms. Panty's question regarding the search process, Ms. Mahoney indicated that it was recommended that the Executive Search Committee submit to the Board three to five possible candidates and then give the Board an opportunity for input. Mr. Orffeo indicated that the Chair can be more specific following the Committee's meeting with Mr. Dubberly. Mr. Orffeo further commented that the consultants interviewed were both well qualified and evenly matched.

Mr. Sherk asked if the Board's Nominating Committee would be appointed at the November meeting and Ms. Mahoney responded that the Nominating Committee is selected in December with elections to take place in January.

Ms. Mahoney called attention to the Library's annual report and expressed her appreciation to the staff for a job well done. She also thanked Mrs. Chrisman and the Administrative staff for "stepping up to the plate" and taking over so efficiently following Mr. Walters' departure.

There being no further business, on motion by Mr. Sherk and seconded by Ms. Panty the meeting was adjourned at approximately 5 p.m.

Respectfully submitted,

Simone Mitchell-Peterson,
Secretary

**Acting Director's Report
Buffalo & Erie County Public Library
December 1998 Meeting of the Board of Trustees**

B&ECPL Reaches Technology Milestone as It Unveils Home Page and First Internet Access Workstations: On Monday, December 21st, the Buffalo and Erie County Public Library opens a new electronic doorway to the public and establishes its presence on the World Wide Web. Since 1997, B&ECPL's **Internet Team** has volunteered thousands of hours to design and construct the B&ECPL Home Page, which features the Online Public Access Catalog (OPAC), links to information databases and a wealth of information about B&ECPL operations, programs and services. As the result of a \$30,000 grant from MCI LibraryLINK, B&ECPL was able to extend Erie County capital funding for automation and obtain its web server at no additional charge to taxpayers.

In addition to unveiling B&ECPL's new home page, the Central Library will receive 38 new OPAC workstations, 9 of which will provide public access to the Internet. These new PCs were funded in part by a \$425,000 grant from the Gates Library Foundation. The Learning Center and Children's Department will serve as test sites for the introduction of graphical Internet access during this initial phase. With this gradual phase-in, it will be possible to fine-tune procedures before they are introduced in other departments or community libraries. This approach will ensure the best public service as technology deployment continues. By mid-1999, there will be more than one hundred new PCs available for public use in the Central Library. Sixty-three of these will allow Internet access. Custom furniture for these workstations was funded by a quarter-million dollar grant from the Library Foundation of Buffalo and Erie County, Inc.

Visit the Library virtually at www.buffalolib.org.

Central Library Training Lab Opens: The Library's Training Lab began operations on November 18 with the first phase of training classes. Forty-seven staff members are participating in this cycle, which concludes on December 17. Each trainee receives instruction in B&ECPL Internet and personal computing services and policies, basic computing skills, Windows, the Internet, the Online Public Access Catalog, periodical databases and troubleshooting. The training program is a condensed, intensive endeavor to provide staff the tools and skills needed for the December 21 rollout of computer services.

A second training cycle will begin on January 5, 1999 with the same number of participants. The cycle will be repeated until all staff members have completed the initial training. Training in productivity applications is scheduled to begin February 4 and will be followed by a series designed for the public. Dates for public training have not been determined.



Assistant Deputy Director **Patricia Angstadt** and librarians **Jane Rosenfeld** and **Mary Ann Ozimek** deserve the Library's appreciation for their dedication and commitment to the success of the initial training program.

The Strategic Plan: Numerous articles and letters to the editor have appeared in *The Buffalo News* and other newspapers regarding the Strategic Plan. As noted in **Peggy Skotnicki's** report, the plan has received wide distribution and staff meetings are underway to ensure that the Library's most important ambassador's understand the plan's recommendations. The Acting Director will schedule briefings with local municipal officials during the first two months of 1999. To date, one session is planned for January 7 with the Town of Tonawanda Supervisor and Board. Board Chair **Rebecca Mahoney** will attend the meeting.

The Acting Director and Assistant Deputy Director **Mahaney** discussed the strategic plan on the **Mary Davis Show**, a cable television program, aired on Channel 18. They appeared as Mary Davis' guests on a WGR radio program also.

Milestones of Science Projects: Contract negotiations with Frank Frost Productions will be completed soon. **Frank Frost**, who will oversee the Milestones film project, plans to be in Buffalo on December 17 and 18 to confer with staff.

A revised scope of work was received from **Moira Rankin** and **Anna Maria de Freitas** of Soundprint, but the proposal still appeared to focus on the development of programs about scientific concepts, without sufficient attention to the Milestones collection. After considerable thought and discussion, Assistant Deputy Director **Michael Mahaney**, B&ECPL Counsel **Patrick Martin** and the Acting Director composed a letter to Soundprint representatives highlighting concerns. Further, the letter acknowledged the possibility that the Library may have to explore other options to obtain the kind of radio program that meets B&ECPL and grantor expectations.

Board and Committee Meetings: A special meeting of the Board of Trustees was held on December 1, 1998 to review the Bylaws of the Buffalo and Erie County Public Library. Committee Chair **Phyllis Horton** guided Board members in their discussion. Since all issues could not be addressed at the session, another meeting has been scheduled for December 15 to complete the bylaws review.

Committee Chair **Annette Juncewicz** conducted a brief meeting of the Planning Committee prior to the special Board meeting to



Acting Director's Report, December 1998

Page 3

consider the draft Mission Statement and Principles, which will be presented to the full Board at its December 17 meeting.

On December 7, the Budget and Finance Committee met to review the 1999 proposed budget prior to consideration by the entire Board. Since a quorum was not present, Committee Chair **Simone Mitchell-Peterson** recommended a budget review by the Executive Committee at its December 10 meeting.

Managers' Meeting Serves as Year-end Review: The last Managers' Meeting of the year, held on December 9th, was an opportunity for the Acting Director and Administrators **Angstadt, Mahaney, Collins, DeFranks, and Whelan** to provide information on the status of several 1998 initiatives and ongoing projects to Central, Extension and Contract Library Managers. Briefings on the Director Search Process, Strategic Plan Implementation: Responding to public comment, Circulation Issues, Evaluation of Electronic Resources, Support Services Procedural Changes, Technology Installations as well as some "nuts and bolts" items were followed by librarian staff reports on specific projects. These presenters included project or department managers: **Elaine Barone** and **Jane Rosenfeld** on RECON, **Pat Blackett** on Patron Re-registration and Request Plus, **Judylee Loos** on Acquisitions, **Ward Pautler** on Automated Services at Central, and **Peggy Skotnicki** on Output Measures.

In addition to serving as a year-end "review" of what was accomplished, the session was useful in providing Managers with a "preview" of the important work that will engage them in 1999.

Programs at Central Attract Crowds: The Business, Science and Technology department and the Small Business Association co-sponsored a SCORE workshop for entrepreneurs on November 17 that drew sixty-seven persons. *The Buffalo News* subsequently featured an article about the program and quoted reference librarian, **Bruce Weymouth** about the Library's business (financial) collection.

A total of fifty-six children attended the Children's Department's annual Canned Film Festival and brought in non-perishable food items. Librarian **Chris Moesch** delivered seven full bags of food to the City Mission in time for Thanksgiving in the name of the children.

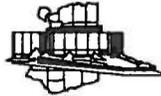
Respectfully submitted,


Diane J. Chrisman
Acting Director



BUFFALO & ERIE COUNTY PUBLIC LIBRARY

MEMORANDUM



To: Diane J. Chrisman, Acting Director
From: Kenneth H. Stone, ^{KS} Deputy Director - CFO
Subject: Monthly Report to the Director - December 1998
Date: December 10, 1998

Erie County's Budget For the Library has been Adopted by the County Legislature: No changes were made to the Executive's recommendations for the Library. The budget includes all existing positions, contracting library allocations as requested by the Library Board, funding for Sunday Hours at the Crane and Dudley Libraries in the City of Buffalo and the service hour improvements requested for the Contracting Libraries.

Not all of the Library's request was recommended for funding. Amounts for legal services, training related travel, and maintenance supplies, while increased, were less than projected need and, in most cases, prior year experience. A review of 1998 ending fund estimates and the non-funded items resulted in a recommendation that the Library Board utilize an additional \$285,046 in ending fund balance to fund these items. The proposed Budget was presented to Budget & Finance Committee Chairperson **Simone Mitchell-Peterson** and member **James Burns** on December 7th (due to scheduling difficulties a quorum was not present) and to the Executive Committee on December 10th.

Erate Funding Commitment Letter Received by Orchard Park Library: Orchard Park became the first B&ECPL library to receive confirmation of Erate funding. The full amount requested was funded. This office promptly filed the "Form 486" to confirm that services are being received, which is the next step in the process. More paperwork must be filed to obtain retroactive reimbursement for 1998 discounted services received. We expect to see the first payment in the March-April 1999 timeframe.

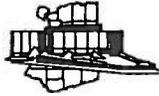
Erate Funding Window for 1999-2000 Opened on December 1st: An eighty day request window for the July 1, 1999-June 30, 2000 funding period is now open. Funding requests are being developed and will be submitted within the timeframe.

No Snow Saves Money: Since November had no snowfalls over 2", no payment was required under our snowplowing contract for several Buffalo Branches, saving \$1,705. Significant system-wide utility savings are also expected as a result of this mild weather year.

A fond farewell: Business Office staff wished 19 year employee **Richard Ferber** a fond farewell and best of luck in his promotion to Accountant in the County Sewer Department. He'll be missed.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

MEMORANDUM



To: Diane J. Chrisman
From: Shirley P. Whelan *SPW*
Subject: Monthly Report to the Director - December, 1998
Date: December 11, 1998

Gates Library Foundation Urban Leadership Grant: To support the Central Library's implementation of the web catalog and patron Internet access, modifications were made to the public access model provided to B&ECPL through the Gates Library Foundation.

OPAC - Central Library Infrastructure Upgrade: Several meetings were held this month to discuss 1) the addition of a standalone air conditioner to the Network Center in order to ensure adequate cooling for the equipment at all times and 2) asbestos abatement work above the Network Center.

OPAC - Branches and Towns: Classic OPAC training and installation has been completed for the **Depew** branch in Lancaster.

Bids will be solicited in the *Buffalo News* on December 11 and 12 for data cabling of 15 branch and town libraries. Responses will be opened December 22. Also, the additional cabling required for the existing OPAC libraries being supplied with computers from the Gates Library Foundation Grant has been planned.

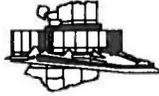
With these infrastructure upgrades complete, all libraries will be positioned for installation of the new Web catalog and Internet access in early 1999. Plans will be finalized once the administration has an opportunity to review the results of the Central Library "pilot" project. As important as the technology is, the new policy and procedures are critical to the successful introduction of these new services to our patrons.

MCI LibraryLINK Grant and the B&ECPL Web Site: MCI and the American Library Association will be notified when our web site is available. We will again thank both organizations for their support.

Telecommunications Act of 1996 and E-Rate 1998 and 1999/2000: While B&ECPL has received only one official "e-rate" funding commitment letter for the Orchard Park Library, the application process for 1999/2000 is underway.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

MEMORANDUM



To: Diane J. Chrisman, Acting Director

From: Peggy A. Skotnicki, ^{UGS} Service Evaluation and Planning Coordinator

Subject: Monthly Report to the Director - December 1998

Date: December 10, 1998

Distribution of Strategic Plan: 196 copies of the complete, 3-volume set of the plan have been distributed to each library, trustees, the administration, the consultants, public officials, the media and others.

150 copies of a single volume summary were printed, containing 109 pages of Volume 1 and the overall conclusions from the Insight Associates, Inc. report. All copies were distributed to staff, libraries for circulation, the Library Foundation Board of Trustees, public officials and other interested parties. The summary volume has gone into a second printing.

Staff Meetings: The Acting Director, the Chief Financial Officer, the Assistant Deputy Director for Community Relations and the Service Evaluation and Planning Coordinator have conducted staff meetings to review the plan in depth. Managers were briefed on November 18. All staff were encouraged to participate in one of the meetings held on December 4 at Central, December 8 at the Julia Boyer Reinstein Library, December 9 at the Riverside Library and December 14 at Central. Turnout has been high and the overall response has been positive.

Arrangements are being made for a series of staff focus groups on the plan to be conducted in January. Development of a public meetings schedule will begin this month.

The Library Foundation of Buffalo & Erie County
Board of Trustees Meeting
December 1998 Monthly Report of the Executive Director
December 10, 1998

Communication—The Executive Director and Interim Director have met regularly on Monday afternoons over the past month. Deputy Director Mahaney has attended some of these meetings. The facilitation of information shared through these meetings has been consistent and illuminating. This type of exchange will broaden the understanding of the objectives of each organization.

John R. Oishei Foundation—It is the understanding of the Executive Director that the activities of grant will begin in earnest at the first of the year. The Foundation is aware that much attention has been given to the different approaches of Soundprint and Frank Frost Productions regarding the *Milestones of Science* radio and film productions. It is expected that the Interim Director will summarize these discussions in her report. It is also the understanding that contract negotiations, and the initial payment, with Frank Frost for the film project will be completed in December.

The Foundation expects to receive from the B&ECPL a statement of expected disbursements for the first quarter of 1999 for each of the projects related to this grant within the week. A request to the John R. Oishei Foundation for second installment of the grant award in the amount of \$100,000 will be made in early January.

Children's Author Series— The Executive Director and B&ECPL's Coordinator of Children's Work were entirely pleased with the December 4th and 5th visit of children's book illustrator Paul O. Zelinsky, their first collaborative author-illustrator program. They wish to thank all volunteers and staff who assisted in this well-received project. The program was a complete success on all fronts:

Participation of school children in the gingerbread project: Thousands of houses were decorated to welcome Mr. Zelinsky. These were placed along the walls leading to the Central children's room and throughout the auditorium area. The Audubon meeting room was wallpapered with them. Mr. Zelinsky was thrilled with this reception.

Audience Attendance: Audubon was at capacity, the morning Central program totaled approximately 160 attendees and afternoon Central attendance was approximately 60 people.

Quality of Presentation: Mr. Zelinsky's discussion, slides and drawings engaged everyone in an audience with an age range of eighty years.

Publicity for the event: The beautiful full color posters and postcards were noticed throughout the community. The *A.M. Buffalo* television program hosted the Foundation's Executive Director and B&ECPL's Coordinator of Children's Work. The event was prominent in *The Buffalo News Best Bets* column, and the follow-up article in the Sunday edition of *The Buffalo News* positively reviewed the event.

Book Sales: Certain editions sold out and orders were taken.

The audience welcomed distribution of Caldecott Award information and Rapunzel place card.

OPAC Workstations—Deputy Director Stone this week presented the Foundation with the Worden Company furniture bill and certification of project completion for the workstation portion of the this project. It is expected that \$209,896.90 will be forwarded to Worden within the week. It is the understanding of the Foundation that the chairs will be billed at a later date following project completion.

