

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, February 17, 2011
4:00 p.m.

NOTE MEETING TO BE HELD AT: **Dudley Branch Library**
2010 South Park Avenue
Buffalo, NY 14220 (716) 823-1854

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of January 20, 2011 **ACTION**
- D. Report of the Chair **INFORMATION**
 - 1. Committee Appointments **ACTION**
- E. Committee Reports
 - 1. Executive Committee
 - a. Res. 2011-5 – Authorization to Negotiate Contract with **INFORMATION**
Library Strategies International LLC
 - 2. Budget and Finance Committee
 - a. Monthly Financial Report (to be distributed at meeting) **INFORMATION**
 - 3. Planning Committee
- F. Report of the Director (sent via e-mail if on file) **INFORMATION**
- G. Public Comment
- H. Unfinished Business
- I. New Business
 - 1. Res. 2011-6 – Authorization to Pursue Alternative Governance **ACTION**
& Funding Model for the B&ECPLS
- J. Adjournment

61M-3

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

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

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

Absent:

Richard L. Berger
Rick Lewis
Hormoz Mansouri

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

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

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

Agenda Item D - Report of the Nominating Committee.

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

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

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

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

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

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

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

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

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

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

Agenda Item G - Committee Reports.

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

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

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

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

The Committee reviewed the agenda for the January Board meeting.

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

Agenda Item G.2 - Budget and Finance Committee.

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

RESOLUTION 2011-1

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

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

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

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

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

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

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

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

<p>SAP Commitment Item #</p> <p>Restoration Fund 820 Library and be it further</p>	<p>Revenue#466000 Miscellaneous Receipts</p> <p>\$3,000,000</p>	<p>Expense#504999 Service</p> <p>\$3,000,000,</p>
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RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes transfers within the 2011 Adopted Budget as shown on the attached schedule to allocate the restored funding to the individual budget lines needed to implement these services.

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

SAP Account	2010 Adopted Budget Plus County Funding Supplement for 2011			2011 Erie County Budget For Library		Library 2011 Budget				
	Library Brd 12/17/2009 Adpt Bdg	Erie Co Com 27E-6 12/23/2010	Combined Total	Library Budget Request	2011 County Adopted	Res 2010-40 Library Brd Adp 12/16/2010	Allocate Restored Funding	Res 2011-1 Library Revised Budget	Change from 2010 Adopted	
									Dollars	Percent
Operating Revenue										
LIBRARY REAL PROPERTY TAX	400020	22,171,833	22,171,833	22,171,833	18,171,833	18,171,833	0	18,171,833	(4,000,000)	-18.0%
OTHER COUNTY AID - CONTRACT			0	0	0	3,000,000	(3,000,000)	0	0	n/a
USE OF FUND BALANCE	402190	1,192,126	1,192,126	1,574,126	1,574,126	2,620,874	3,000,000	5,620,874	4,428,748	371.5%
STATE AID-FR LIB INCL INCENT AID	408140	1,769,160	1,769,160	1,743,014	1,743,014	1,743,014	0	1,743,014	(26,146)	-1.5%
STATE AID-TO MEMBER LIBRARIES	408150	254,674	254,674	251,185	251,185	251,185	0	251,185	(3,489)	-1.4%
LIBRARY CHARGES-FINES (Central & Buffalo Libraries only)	419000	373,663	373,663	355,783	355,783	302,416	0	302,416	(71,247)	-19.1%
REFUNDS FROM CONTRACT LIBRARIES	419010	590,461	590,461	537,331	537,331	443,318	0	443,318	(147,143)	-24.9%
FENT PL PROP-AUDITORIUM (Central Library)	420510	7,000	7,000	13,000	13,000	13,000	0	13,000	6,000	85.7%
COMMISSIONS-TEL BOOTH/ VEND-FOOD SVC (Central & Buffalo Libraries)	420530	23,668	23,668	27,984	27,984	27,984	0	27,984	4,116	17.2%
OTHER DEPT INCOME-COPIES (Central & Buffalo Libraries)	422000	23,957	23,957	22,170	22,170	22,170	0	22,170	(1,787)	-7.5%
REFUND OF PRIOR YEAR EXPENSES	423000	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0.0%
INTEREST & EARNINGS REGULAR	445030	20,000	20,000	20,000	20,000	20,000	0	20,000	0	0.0%
MISCELLANEOUS RECEIPTS (Central & Buffalo Libraries)	466000	0	3,000,000	23,244	23,244	23,244	0	23,244	23,244	n/a
NSF CHECK FEES (Central & Buffalo Libraries)	468010	15	15	15	15	15	0	15	0	0.0%
MINOR SALE OTHER (Central & Buffalo Libraries)	468020	30,000	30,000	28,610	28,610	12,412	0	12,412	(17,588)	-63.6%
MINOR SALE BOOK BAGS (Central & Buffalo Libraries)	468030	2,500	2,500	3,000	3,000	3,000	0	3,000	500	20.0%
MINOR SALE PRINTING (Central & Buffalo Libraries)	468040	34,509	34,509	37,013	37,013	37,013	0	37,013	2,504	7.3%
REFUND CONTRACT JB. RETIREMENT	469170	0	0	0	0	0	0	0	0	n/a
MISC. DEPARTMENTAL INCOME	487000	4,000	4,000	6,000	6,000	6,000	0	6,000	2,000	50.0%
INTERMID-REV SUBSIDY (County Ahd)	488000	750,000	750,000	750,000	0	0	0	0	(750,000)	-100.0%
SUBTOTAL OPERATING REVENUE	27,257,766	3,000,000	30,257,766	27,574,308	22,824,308	26,707,478	0	26,707,478	(550,288)	-2.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
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SAP Account	2010 Adopted Budget Plus County Funding Supplement for 2011			2011 Erie County Budget For Library		Library 2011 Budget				
	Library Brd 12/17/2010 Adpt Bdg	Erie Co Com 27E-6 12/23/2010	Combined Total	Library Budget Request	2011 County Adopted	Res 2010-40 Library Brd Adp 12/16/2010	Allocate Restored Funding	Res 2011-1 Library Revised Budget	Change from 2010 Adopted	
									Dollars	Percent
Operating Expense										
FULL-TIME WAGES	500000	9,600,838	9,600,838	9,514,563	9,514,563	6,967,415	1,136,730	8,104,145	(1,690,693)	-17.3%
PART-TIME WAGES	500010	3,896,876	3,896,876	3,762,712	3,762,712	3,175,242	636,900	3,811,142	115,286	3.1%
REGULAR PART-TIME WAGES	500020	857,666	857,666	1,250,673	1,250,673	1,238,125	(189,238)	1,048,889	(161,223)	-13.2%
SEASONAL EMPLOYEE WAGES	500030	107,379	107,379	84,099	84,099	0	0	0	(107,379)	-100.0%
SHIFT DIFFERENTIAL	500300	18,000	18,000	18,000	18,000	12,000	6,000	18,000	0	0.0%
HOLIDAY WORKED	500350	18,000	18,000	18,000	18,000	9,000	9,000	18,000	0	0.0%
OTHER EMPLOYEE PAYMENTS	500350	30,000	30,000	30,000	30,000	29,000	10,000	30,000	0	0.0%
OVERTIME	501000	275,000	275,000	190,060	190,000	153,000	40,000	190,000	(85,060)	-30.9%
SUBTOTAL SALARIES & WAGES		14,832,759	0	14,832,759	14,868,037	11,571,782	1,648,394	13,220,176	(1,612,583)	-10.9%
FRINGE BENEFITS: Include employer costs for Retirement, Medical & Dental Insurance, Retiree Health Insurance, Unemployment Ins and Workers Compensation Expenses for all libraries. Details listed at the end of this schedule.	502000	6,114,147	6,114,147	6,361,333	6,361,333	6,364,939	646,286	7,010,225	648,892	10.6%
REDUCTIONS FRM FRINGE SVCS ACCT	504990	(440,000)	(440,000)	(440,000)	(4,940,000)	0	0	0	440,000	n/a
CONTRACTUAL SALARY RESERVES	504992	0	0	0	0	0	0	0	0	n/a
TOTAL LABOR AND BENEFIT COSTS		20,506,906	0	20,506,906	20,789,370	17,936,721	2,293,689	20,230,411	(523,691)	-2.6%
SERVICE RESTORATION REQUEST	504999	0	3,000,000	3,000,000	0	3,000,000	(3,000,000)	0	0	n/a
OFFICE SUPPLIES (for all libraries)	505000	148,700	148,700	119,700	119,700	77,806	35,910	113,716	(34,984)	-23.5%
CLOTHING SUPPLIES	505200	3,350	3,350	3,350	3,350	2,600	750	3,350	0	0.0%
AUTO SUPPLIES	505600	2,300	8,300	5,050	5,050	5,050	0	5,050	(3,250)	-39.2%
MEDICAL SUPPLIES	505800	2,500	2,500	1,850	1,850	1,800	0	1,800	(900)	-36.0%
REPAIRS & MAINTENANCE	506200	94,850	94,850	90,400	90,400	69,910	20,490	90,400	(4,450)	-4.7%
HIGHWAY SUPPLIES (truck use)	506400	15,600	15,600	10,900	10,900	7,500	2,500	10,000	(5,800)	-35.9%
LOCAL MILEAGE REIMBURSEMENT	510000	6,600	6,600	6,600	6,600	6,000	600	6,600	0	0.0%
OUT OF AREA TRAVEL	510100	34,525	34,525	34,525	34,525	22,441	0	22,441	(12,084)	-35.0%
TRAINING & EDUCATION	510200	45,175	45,175	53,675	53,675	40,257	10,735	50,992	5,817	12.9%
UTILITY CHARGES (Water/Sewer/Cell phone/Data Lines and Internet Access which moved to this acct in SAP) See Enterprise Utility for Electric, NGas & Fuel Oil	515000	172,277	172,277	210,042	210,042	197,796	11,398	209,184	36,907	21.4%

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									Dollars	Percent
Operating Expense (Cont.)										
PROF SERV CONTRACT & FEES	516020	791,874	791,874	923,040	923,040	866,940	40,000	906,940	115,066	14.5%
MAINTENANCE CONTRACTS	516030	118,243	118,243	128,552	128,552	128,552	0	128,552	10,309	8.7%
OTHER EXPENSES	530000	316,785	316,785	216,065	216,065	174,185	37,078	211,243	(105,542)	-33.3%
RENTAL CHARGES	545000	1,509	1,509	1,519	1,519	1,519	0	1,519	(50)	-3.2%
INSURANCE PREMIUMS	585050	45,000	45,000	45,000	45,000	30,000	15,000	45,000	0	0.0%
BUILDING IMPROVEMENTS	581250	0	0	0	0	50,000	45,000	95,000	95,000	n/a
LAB & TECH EQUIP (includes software updates)	581410	58,587	58,587	58,893	58,893	48,893	0	48,893	(9,694)	-16.5%
BUILDINGS & GROUNDS EQUIPMENT	581430	0	0	0	0	0	0	0	0	n/a
LIBRARY BOOKS & MEDIA	581450	3,582,120	3,582,120	3,581,190	3,581,190	3,162,991	387,009	3,550,000	(32,120)	-0.9%
INTERPLUC EXPENDITURE NON-SUBSIDY for RRID Efficiency Grant Saving Share with Erie County	575000	250,000	250,000	250,000	0	0	0	0	(250,000)	-100.0%
INTERPLUC-UTILITY ENTERPRISE FUND for Electric, NGas & Fuel Oil (Most Contract Libraries are included in the Electric and NGas Pools)	575040	1,136,788	1,136,788	1,129,270	1,129,270	969,720	99,550	1,069,270	(78,208)	-6.9%
INTERDEPT-LIBRARY SERVICES (To Connectors Center, Holding Facility and Buildings & Grounds (Court Storage)	942000	(299,946)	(299,946)	(299,946)	(299,946)	(299,946)	0	(299,946)	0	0.0%
INTERDEPT-Purchasing Svcs	910800	0	0	28,405	28,405	28,405	0	28,405	28,405	n/a
INTERDEPT-Fleet Svcs (including fuel)	910700	0	0	25,140	25,140	29,140	0	29,140	29,140	n/a
INTERDEPT-DBS	980000	215,963	215,963	215,963	168,417	158,417	0	158,417	(57,546)	-26.6%
TOTAL OPERATING EXPENDITURES		27,257,766	3,000,000	30,257,766	27,574,308	26,707,478	0	26,707,478	(797,474)	-2.9%

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									Dollars	Percent	
Fringe Benefit Detail											
Employer FICA - REGULAR	502010	915,927	915,927	917,927	917,927	714,298	116,192	830,490	(85,437)	-9.3%	
Employer FICA - MEDICARE	502020	214,209	214,209	214,676	214,676	157,062	27,150	184,212	(19,997)	-9.3%	
Employee Health Insurance	502030	2,222,348	2,222,348	2,416,465	2,416,465	2,061,757	465,758	2,527,515	305,167	13.7%	
Dental Plan	502040	126,401	126,401	125,515	125,515	112,140	28,073	140,213	13,812	10.9%	
Workers Compensation	502050	96,413	96,413	95,642	95,642	75,209	12,254	87,463	(8,950)	-9.3%	
Unemployment Insurance	502060	20,766	20,766	20,815	20,815	972,334	(465,615)	506,519	465,753	2339.2%	
Hospital & Medical - Retirees	502070	1,260,785	1,260,785	1,115,103	1,115,103	781,202	227,655	1,008,857	(251,928)	-20.0%	
Health Insurance Waiver (Incl: 117)	502080	44,400	44,400	41,604	41,604	21,711	2,999	24,710	(19,690)	-44.3%	
Health Insurance Waiver - Single	502090	0	0	0	0	0	0	0	0	n/a	
Retirement	502100	1,210,898	1,210,898	1,410,586	1,410,586	1,460,225	229,020	1,689,246	477,348	39.4%	
Flex Benefit Spending	502110	2,000	2,000	2,000	2,000	0	2,000	2,000	0	0.0%	
Total Fringe Benefit Detail:		6,114,147	0	6,114,147	6,361,333	6,361,333	6,364,939	645,286	7,010,225	896,078	14.7%
Interfund Utilities Detail											
Fuel Oil		20,000		20,000	10,000	10,000	5,000	0	5,000	(15,000)	-75.0%
Natural Gas		243,203		243,203	211,399	211,399	178,163	23,537	204,700	(41,503)	-17.1%
Electricity		875,585		875,585	907,871	907,871	777,557	76,323	853,880	(21,705)	-2.5%
Total Interfund Utilities Detail:		1,138,788	0	1,138,788	1,129,270	1,129,270	960,720	99,860	1,060,580	(78,208)	-6.9%

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Report of the Director
January 20, 2011**

1. PUBLIC SERVICES

Programs, Learning Opportunities, Outreach and Events

Buffalo City Branches

Crane

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

Dudley

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

East Clinton

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

East Delavan

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

Frank E. Merriweather, Jr.

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

Niagara

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

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

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

North Park

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

Riverside

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

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

Central - Information Services

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

Book a Librarian:

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

Tours:

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

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

Community Connections

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

System Children's Programming
Children's Room

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

At City Branches:

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

Outreach:

YMCA at the Family Court

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

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

Tours:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Collections: Development and Use

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

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

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

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

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

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

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

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

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

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

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

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

2. FUNDING

Finances

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

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

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

Fundraising

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

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

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

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

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

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

3. OPERATIONS AND INFRASTRUCTURE

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

Technology

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

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

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

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

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

Staff Development

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

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

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

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

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

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

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

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

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

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

4. COMMUNICATIONS AND COMMUNITY RELATIONS

Media Coverage / Media Releases

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

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

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

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

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

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

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

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

Partnerships

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

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

Examples:



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



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



Betsy Behr wow... who knew?



William Mattar wow, that is cool.



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

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



JennJustReading Can I just say I LOVE the self check out at the @BuffaloLibrary? I love it!



amwhite1073 @buffalolibrary Libraries are vital tools, and community cornerstones.



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

5. SPECIAL PROJECTS

Re-Imagining

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

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

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

DECEMBER

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

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

JANUARY

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

Agenda Item I - Public Comment.

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

Agenda Item J - Unfinished Business. No unfinished business.

Agenda Item K - New Business.

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

RESOLUTION 2011-2

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

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

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

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

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

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

RESOLUTION 2011-3

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

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

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

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

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

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

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

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

RESOLUTION 2011-4

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

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

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

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

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

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

Respectfully submitted,

Sheldon M. Berlow
Secretary



Report of the Director February 17, 2011

It has been a pleasure to serve as the Director of the Buffalo and Erie County Public Library (B&ECPL), to lead this institution and to work with the staff, board and community.

Over the last 3 years there has been unprecedented usage in all areas of service, including borrowing of books and other materials, computer use, program attendance, downloading of electronic content, and traffic through the doors of the 37 libraries in our System. Unlike any other institution, the B&ECPL is the place that serves us all and continues to be free to everyone.

Since 2008, we have introduced a number of new programs and services and commenced system-wide implementation of RFID (Radio Frequency Identification) infrastructure, a completely new means of inventory and security control. The Library is now on the path towards a new governance and funding model – one to ensure sustainable and dependable funding for the next 175 years of service to the greater Buffalo community.

Thank you for the opportunity to serve you, and the people that use and support the Buffalo and Erie County Public Library.

1. PUBLIC SERVICES

Programs, Learning Opportunities, Outreach and Events

Buffalo City Branches

- The Dudley Branch Library's Thursday evening Wii program was held 2 Thursdays in January. Teens and tweens use it on a walk-in basis. Librarian **Matthew Kochan** refreshed the game choices by ordering a gaming kit from Central.
- Game Night/Lego Night was held at the East Delavan Branch Library on 3 Wednesday evenings in January. Total attendance was 22.

- Read to Succeed sponsored computer classes at the East Delavan Branch Library during January. Attendance totals were 5 for the Saturday classes, and 15 for the Wednesday classes.
- Mrs. Eva Doyle hosted a tribute to Dr. Martin Luther King, Jr. on Saturday, January 15th with performances of music, dance, song and spoken word at the Frank E. Merriweather, Jr. Branch Library. Participants included Somalia Doyle, Muhammad's School of Music, Carol Milhouse, Nia Hawkins, Amber Chinn, Yvonne Harris, and Ministry in Motion. The audience of 100 included Legislator Betty Jean Grant, Legislator Maria Whyte, and school board member Pamela Cahill.
- On Wednesday, January 19th, Legislator Betty Jean Grant held a town hall meeting at the Merriweather Branch Library with several elected officials who represent the city, county, state, and federal government.
- The Buffalo Genealogical Society of the African Diaspora held a genealogy session in the computer lab at the Merriweather Branch Library on January 15th with Sonya Walker giving instruction on the Family Search website. Although there are only 12 computers in the lab, attendance for the class was 20 because some attendees brought their laptops.
- Tradition Keepers: Black Storytellers of WNY presented a program for children ages 12 and under at the Merriweather Branch Library on Saturday, January 22nd. This interactive program of stories, songs, and chants was well attended by parents, grandparents and children.
- Demand for tax forms at the City Branches is greater than ever now that neither the state nor the federal government sends tax forms to individuals. All of our libraries deserve to be recognized for the public service they perform in making forms available to the many non-computer using people whose only recourse would be lengthy and inconvenient trips to government offices or lengthy times on the phone.
- The Riverside Branch Library was inundated with calls and drop-in sign up for the AARP free tax preparation. The registration began on Monday, January 31st at 12 p.m. Tax help will be offered Tuesdays and Saturdays beginning Saturday, February 19th and will run through the end of tax season.
- On Fridays, January 7th, 14th, 21st and 28th, Niagara Branch Librarian **Brian Hoth** visited Niagara Daycare and presented programs to 58 preschool students and their teachers. Each week Brian read stories, sang songs, did activities, and afterwards, the kids made crafts. On January 7th and 21st, Dudley Branch Manager **Kathy Galvin** accompanied Brian and read a story.
- On Monday, January 10th, Librarian **Brian Hoth** visited CAO Head Start at The Old First Ward Community Center to present a program on teddy bears to 33 prekindergarten children and their teachers. Brian and the children talked about famous teddy bears, sang songs and read stories. Afterwards, the kids made a bear craft.

- On Thursday, January 20th, Librarians **Brian Hoth** and **Gwen Collier** visited Holy Cross Head Start. Brian and Gwen read stories to 9 classes of 143 prekindergarten children and their teachers. Seven classroom collections totaling 175 items were dropped off. This was Brian's last visit. He received lots of hugs from the children and handmade thank you cards, which included pictures, handprints, thumbprints and the names of the children. Gwen will continue to visit beginning next month. Her next visit is scheduled for Thursday, February 17th.
- On Monday, January 24th, Librarians **Brian Hoth** and **Gwen Collier** visited D'Youville Porter Campus at #77. Brian presented an *Arthur* themed program to 22 prekindergarten students and their teachers. Brian read stories and the children sang songs, including "I Wish You a Merry Christmas." Brian guessed they were still in the Christmas spirit. Afterwards, the kids made an *Arthur* mask. This was Brian's last visit to the school. Gwen will continue to visit beginning next month. Her next visit is scheduled for Monday, February 28th.
- North Park Branch Sr. Page **Sarah Barry** held a Build Your Own Piggy Bank program on Monday, January 10th. The program was attended by 10 children and 8 adults.
- North Park Branch part-time Librarian **Matt Kochan** held a Wii gaming session on Friday January 14th, 21st, and 28th, from 4-8 p.m. The events had a combined attendance of 19 children and 6 adults.
- North Park Branch Library Associate **Sean Goodrich** held a Wii gaming session on Saturday, January 22nd from 11-3 p.m. The event was attended by 7 children and 1 adult.
- North Park Branch Sr. Page **Katherine Brown** held a Corduroy Party on Saturday, January 22nd from 4-5 p.m. Everyone who attended the event made a craft, listened to stories, played games and won prizes including a \$25 gift card to Build-A-Bear. The event was attended by 16 children and 6 adults.
- North Park Branch Sr. Page **Sarah Barry** held a Paper Plate Puzzle program on Monday, January 24th from 4-5 p.m. The event was attended by 4 children and 1 adult.
- Librarian **Ian Schoff** held his last 2 Saturday morning computer classes as a Merriweather staff member; on January 15th - "Google It!" and on January 29th - "Computer Basics." His classes have been very popular and patrons are ready to sign up for the next series.
- On Sunday, January 9th, **Brian Hoth** and Assistant Deputy Director for Public Services **Ann Kling** participated in the annual Three Kings Festival held at the Student Center of D'Youville College. Brian and Ann set up a table providing activity books, coloring sheets, and stickers to the children. Ms. Kling brought some books along so the children could read to them. Thirteen adult and 6 youth applications were completed, processed, and mailed to new patrons. In

attendance were Mayor Byron Brown, Niagara District Councilman David Rivera, and former State Senator Antoine Thompson.

Central Information Services

- Information Services Librarian **Charles Alaimo** provided a tour and database presentation to the Our Lady of Pompeii School 8th grade class on January 20th; 14 students and 2 adults were in attendance.

Central Children's Programming

- The Central Library began the 2011 programming schedule with a Gaming program on January 8th. Librarian **Sarah Gallien** led the children in board games, Wii and GameCube games.
- The Pizza Lovers Book Club returned to the Central Library on January 15th. Librarian **Mary Ann Budny** moderated this enthusiastic group. Children shared the books they read over the holiday break and discussed the books written by Mo Willems. Later the children made a paper plate snowperson and, of course, ate pizza!
- The Lego Club at Central Library returned on January 29th. This was also National Puzzle Day. The children created their own puzzles using Legos; Librarian **Kathy Goodrich** led the group.
- Saturday afternoon movies were also featured in January. *Toy Story 3* in particular was a huge hit with kids and adults alike.
- January 8th: Librarian **Sarah Gallien** led Cub Scout Pack 457 on a tour of the Central Library. The boys received their first library cards, visited the Grosvenor Room and stayed for Gaming Day! Attendance: 10
- January 18th: Bennett Park Montessori kindergarten students visited the Children's Department. Library Associate **Cyndy Lenzner** read snow stories and the students made a polar bear and penguin craft.

Central Library - Community Connections (Adult Programming)

- **Dan Caufield** and **Glenn Luba** answered 4 Book a Librarian appointments in January.
- On January 13th, **Daniel Caufield** coordinated the Library's Martin Luther King, Jr. program. Community activist and small business councilor Clifford Bell acted as Master of Ceremony for this hour-long lunchtime program. Featured were the poems/stories of Miguel Santos, Louz Garcia and Sharon Holley, the music of Colored Musicians Club and vocal performance of Pastor **Angela Stewart**; a presentation of "What was Dr. Kings' message & What it means today" by the Students from Bennett Park Montessori School and a Keynote speech by Arlee

Daniels, Chairman, Stop the Violence Coalition. The program was well received by the 120 people in attendance.

- On January 17th, **Dan Caufield** spoke about small business resources useful to restaurateurs at the SBDC's Restaurant Institute's program orientation. The orientation was held at the Buffalo State College campus and was well received by the 18 potential business owners.
- On January 22nd, **Dan Caufield** manned an information table and participated in a lecture for Straight Talk 2011 at the Buffalo Convention Center. Straight Talk is a half-day conference for aspiring entrepreneurs sponsored by the Small Business Administration (SBA) and SCORE. Over 400 people attended the classes and workshops provided by the various local agencies. Classes covered such topics as Taxes and Small Business, Finding Funding, Legal Issues of Starting a Small Business and Business Basics. **Dan Caufield** was one of 4 speakers for the Business Basics workshop. This class was presented at the beginning of the day and all attendees were required to hear this lecture before going on to other workshops. The other 3 speakers for Business Basics included members from the Small Business Development Center (SBDC), Sue McCarthy, Clifford Bell, and Mike Hefka. Each of the SBDC members spoke about the importance of planning and stressed the importance of a well thought out business plan. This lead in very well to Mr. Canfield's part of the lecture that was to inform the audience what the library has in the way of business resources. After the lecture, many of the attendees came to the library's table to ask further questions. Dan was able to answer these questions and recommend resources within our collections or on our databases. The conference was a wonderful outreach opportunity and many of the attendees were amazed at how much the library did have to offer. Attendees to this conference have the further opportunity to attend 9 free business workshops that will be held after the conference. These workshops cover a variety of small business topics and run every Tuesday until April. The SBA has invited Mr. Caufield to create and present a class concerning useful resources for the Small Business owner/operator. This class will be presented on March 8th and will primarily cover library resources along with a look at a few useful websites.
- On January 27th, **Dan Caufield** helped with a tour of 75 members of the Rotary Club of Buffalo.
- On January 29th, **Dan Caufield** manned a promotional table at the "Cash in Saturday" an event sponsored by HSBC, IRS, and the United Way. The event featured free tax preparation along with credit and financial counseling. Approximately 250 people attended the event.

Thirteen Cyber Train classes were conducted at 5 different libraries with a total of 142 attendees. Two of the classes covered the new Web 2.0 curriculum. Participant satisfaction ratings for all classes were 80% or greater.

The Training Lab is undergoing major changes with the departure of **Sara Taylor** due to the 2011 staff downsizing that also eliminated a part-time clerk typist position.

Librarian **Kara Stock** will assume the Technology Training Coordinator position in February. The Lab will be supplemented with part-time librarian staff to insure that needed technology training remains a System priority. Ms. Stock is coordinating spring semester classes for the Central Library with Computer Basics, File Management, Microsoft Basic Word and Internet Basics scheduled for February.

Travelers and Cosmopolitans: the Tourist is the Other Fellow is the current rare book exhibit that runs through May 28th. It explores the golden age of travel through the eyes of 2 prominent local people: H. Phelps Clawson and Geneva Thompson Porter. Grosvenor Room Librarian **Amy Vilz** curated the exhibit and worked until closing, on her last day with the Library, to mount it. She also created a companion website/blog. The blog and an exhibition preview can be found at:

<http://www.buffalolib.org/libraries/central/display/rarebookroom.asp>

Fine Prints from the Mark Twain Collection is the new display in the Mark Twain Room. It features a wide selection of Twain's works acquired by the library during the past 80 years. The newest addition, and the centerpiece of this exhibit, is the 2008 Pie Tree Press *The Adventures of Tom Sawyer*, illustrated and designed by renowned Canadian book artist Jim Rimmer. Also on display are several fine press publications of Twain's writings, including multiple printings of his short and controversial Elizabethan skit, 1601. Former Rare Book Room clerk **Peter Scheck** prepared the exhibit.

<http://www.buffalolib.org/libraries/collections/mtr/exhibits.asp>

The Ideal Book: William Morris and the Kelmscott Press exhibition, curated by Grosvenor Room Librarian **Rob Alessi**, closed on January 30th. *The Buffalo News*, *Artvoice* and *Buffalo Rising* featured the exhibit. The William Morris Society (Washington, DC) included a listing for the exhibit on its main website, along with its blog and Facebook page. Other places where publicity appeared for the exhibit included the Western New York Book Arts Collaborative, the Poetry Foundation (publisher of *Poetry* magazine in Chicago), *American Libraries* magazine, and the Ex-Libris rare book listserv.

Visitors came from far and wide, ranging from Buffalo to the Bronx in New York State, as well as New Jersey, Wisconsin, Maryland, Delaware, Pennsylvania, Georgia, California, Massachusetts, Connecticut, Oregon, Minnesota and Toronto, ON (including members of the William Morris Society and the head of Special Collections at Toronto Public Library). There were even guests from London, Cumberland, and Yorkshire,

England. A total of 3,065 people viewed *The Ideal Book* and it received numerous favorable remarks in the comment book from October 7, 2010 to January 30, 2011. Some are:

- Morris got it right: beautiful houses (which we have so many of in City of Buffalo) and beautiful books.
- A feast to the eyes. Thanks.
- Now I know where Elbert Hubbard drew his inspiration. Thanks!
- A wonderful exhibit presented in a style evocative of the man himself! Bravo.
- Thank you for your continuing commitment in displaying treasures from your collection. More! More. More.
- Wonderful - may bring us downtown more often keep up the great work!
- We made a special trip to see exhibit and found it wonderfully done. Thank you!
- Thank you for making such incredible art publicly available! This is wonderful for scholars of Morris and book history.
- Awesome journey into the life and talent and gift of William Morris!
- Wonderful collection! Nice notes on typographic ideals as applied to the printed book
- All the way from Canada, this was worth it!!
- I enjoy my kindle but there is nothing like a beautiful book!
- A bibliophile's feast!
- All of this info opens and inspires my mind! I love it!
- Overwhelming - so proud to have this in our city.
- I hope this exhibit might travel and then return again to be displayed.

Assistant Deputy Director for Special Collections **Peggy Skotnicki** and **Rob Alessi** conducted a tour of *The Ideal Book* exhibition for B&ECPL Trustee Sheldon Berlow, William Clarkson from the University at Buffalo School of Architecture and Planning and David Granville from City Hall. **Rob Alessi** sent 2 William Morris quotes to Mr. Clarkson which he particularly enjoyed from the exhibit.

Leaves of the *Adventures of Huckleberry Finn* manuscript were returned to the Rare Book Room on January 7th. They had been on loan at The Morgan Library & Museum for "Mark Twain: A Skeptic's Progress," a joint exhibition of The New York Public Library and the Morgan Library. The exhibit was a great success and provided national, if not international, recognition of the fact that the *Huck Finn* manuscript lives at the B&ECPLS in Buffalo, New York.

Rare Book Librarian **Amy Pickard** and **Rob Alessi** assisted Colin Dabkowski, *Buffalo News Arts* Writer, who requested an image of a page from the manuscript of *Adventures of Huckleberry Finn* that includes language which will be censored in the upcoming New

South edition of Twain's classic work. An article was published on January 16th but did not include the image.

Rob Alessi conducted a brief tour of *The Ideal Book* exhibit and Mark Twain Room on January 29th for Ms. Andrea Adema and 3 guests, including a relative of Elbert Hubbard of the Roycroft Press.

Peggy Skotnicki, Amy Pickard and Rob Alessi met with Brian Carter and Annette LeCuyer, both from the University at Buffalo School of Architecture and Planning, on January 28th and gave them a tour of *The Ideal Book* exhibition. Dr. Carter expressed an interest in consulting on the upcoming Rare Book Room exhibit, *The Architecture of Lafayette Square*.

Peggy Skotnicki, Amy Pickard and Rob Alessi provided tours of the Mark Twain Room, Grosvenor Room and Kelmscott exhibit on January 27th to approximately 80 Buffalo Rotary Club members. The event, coordinated through **Anne Conable**, Development and Communications, included lunch from Fables and a welcome from Director **Bridget Quinn-Carey**.

Kerry Reynolds, a teacher at the Park School, brought her class of 12 students (who are learning about book history and printing) on January 24th for a tour of *The Ideal Book* exhibit with **Rob Alessi**. Ms. Reynolds also booked a return visit to the Rare Book Room for her class in early April in conjunction with their trip to the Western New York Book Arts Center. Following the tour Ms. Reynolds wrote: "It was a fine exhibit and the students felt privileged to have a private tour. We had a little quiz on the bus ride back to school and they had taken in a lot!"

Grosvenor Room Librarian **Carol Pijacki** presided at the Literally Speaking Lunchtime Book Discussion on January 18th for *Let the Great World Spin* by Colum McCann. General Reference Librarian **Laura Keller** led the discussion.

Peggy Skotnicki and Amy Pickard worked with photographers from *Buffalo Spree* to capture selected items from the rare book collection for an upcoming article in the magazine.

Librarian **Sue Cutrona** gave a tour of the Grosvenor Room's architecture and local history resources on January 13th to 20 members of The Louise Bethune Chapter of the Society of Architectural Historians.

Peggy Skotnicki, Amy Pickard and Rob Alessi met with John Edens, UB Archivist and Assistant Director of Libraries, on January 10th and conducted a tour of both *The Ideal Book* exhibit and the rare book storage space. UB returned the favor on January 21st.

Nancy Nuzzo, Director of UB Music Library & Special Collections, John Edens and Michael Basinski, Curator of the Poetry Collection, provided a tour of their Special Collections Department. Possible future collaborations were discussed and it was agreed to meet on a more regular basis.

Carol Pijacki conducted a short tour of Grosvenor Room resources for Cub Scout Pack 457 of Williamsville/Amherst on January 8th. Carol and Distribution Desk staff also assisted the 7 children and 5 adults in looking up the newspaper headlines for the days of their birth.

Development & Communications Department:

Worked with Shea's Performing Arts Center to bring Elmo from Sesame Street Live to Central Library for a visit with 125+ children. Buffalo Branches are also promoting the Shea's stage show with a ticket giveaway and discount coupons.

Coordinated details, and support promotion, for events occurring last month for:

- "Imagining Buffalo" lunchtime series - Julie O'Neill, Buffalo Niagara Riverkeeper 1/11 (34); Jerold Bastedo, Penn Dixie Paleontological Site 1/25 (17).
- Working for Downtown Brown Bag Lunch Series 1/5 - Patrick Whalen, Buffalo Niagara Medical Campus (45).
- BPOvations @ the Library Series 1/19 (Central 26; OPK 24) (AUD 1/26 42)
- UNYTS blood drive 1/6.
- Preservation Buffalo Niagara Community Planning meeting, Natl Trust Conference (October 2011), 1/18 (42).
- Staff Women's History Month Coordinating Committee (March 2011); create and coordinate calendar copy, consult on sponsorship.
- Plan April "Donate Life Month" activities and 2011 blood drives with UNYTS in libraries.
- Coordinate donations of discarded books for NYS Assoc. of Charter Schools, The Belle Center, United Church Home.

Concord Public Library - submitted by Annette Gernatt, Library Director

The month commenced with the continuation of our Preschool Story Hour held each Thursday morning from 10-11 a.m. This was greatly enjoyed by our participants ranging from 2-5 years of age. Explore & More came before Christmas and held over 40 participants captive with the construction of graham crackers houses. The Tiger Den, Cub Scout Troop, with parents, siblings and leaders held a Library Scavenger Hunt orientating 8 of its members to the uses of the library. Each Cub Scout took out a library

card as well. We also said farewell to our grounds caretaker of 14 years as he left for retirement. He will be missed.

Orchard Park Public Library - submitted by Dawn Peters, Library Director

Highlighting only a few happenings at the Orchard Park Public Library as always is tough. Because of the continued generosity of the Friends of the Orchard Park Public Library, the library is able to provide many special programs in addition to our traditional story hour programs to the residents of this community and the surrounding areas. Many of the following programs were made possible by the Friends. The Friends are very dedicated and hard working and this community benefits greatly by their tireless efforts.

January 19, 2011 - In continuing with the partnership with the Buffalo Philharmonic Orchestra, "BPOvations @ the Library" Series, BPO Conductor Paul Ferington presented a Concerto Celebration lecture. The lecture covered getting to know this unique musical form, pitting one soloist vs. the Orchestra and displayed in the dazzling concerti of Rachmaninoff, Mozart, and Liebermann. The crowd continues to grow with each lecture. We continue to receive calls on when the next lecture is and what the topic will be. What a wonderful program and partnership too!

January 20, 2011 - Family Movie Night. The library showed the movie *Despicable Me*. Children and adults alike braved the frigid weather to watch a popular movie. Fun was had by all. Our Family Movie Nights are drawing bigger crowds each month. We are excited to provide movies to the community to encourage family events at the library.

January 22, 2011 - Paul the Amazing Artist drew a crowd of over 50 people. Children of all ages were entertained by Paul and his airbrush tattooing art work among his other artistry he performed.

January 25, 2011 - "Haiti" was the topic for the 4th Tuesday Series Program sponsored by the Friends of the Orchard Park Library. Patrick Pascall - US Army and Chief of Police in Buffalo, NY spoke on his experiences in "Haiti". Over 20 people attended.

The following are some of the many programs that are scheduled in February.

February 12, 2011 - Our own Haley Burakowski will be conducting the ever popular Jewelry Making Workshop.

February 17, 2011 - Family Movie Night. Scheduled is the fun movie *Alpha and Omega*. Children of all ages are sure to enjoy this sweet romantic "tail."

February 16, 2011 - Nature in Symphonic Music will be the topic for this month's "BPOvations @ the Library" Series. Mr. Ferington will lecture on storms, crashing waves, babbling brooks, and starry constellations that are captured in the nature loving music of Beethoven, Debussy, and Holst.

February 22, 2011 - "Historic Architecture in Orchard Park" will be the topic for the 4th Tuesday Series Program sponsored by the Friends of the Orchard Park Library. Beverly Foit Albert will be the presenter.

February 25, 2011 - The Buffalo Museum of Science will be here to present a program on "electricity." Kick those school break blues by attending this unique program that demonstrates electricity in a kid friendly fashion.

Coming in March...

March 26, 2011 - The ever popular Nels Cremean from InJest will be here to entertain children young and old!

The Orchard Park Public Library continues to be a popular community place where at any time you can observe children of all ages enjoying their library.

Collections: Development and Use

Collection Development

Patron Purchase Suggestions debuted in January. Patrons are now able to suggest titles for purchase and request that a hold be placed automatically from the online catalog. Eighty titles were requested the first weekend. Librarian **Kathy Smith** designed the request form.

Subject guides that have been added to the Library's website since the last report include Government and Writing.

Senior Computer Operator **Roseann Hausrath** and Technical Services and Technology Support Manager **Maureen McLaughlin** revised year-end reports to conform all Sirsi WorkFlows Item Types. Reports were run against 2010 log files to capture the statistical data required for annual New York State Reports and the American Library Association's Public Library Data Service Statistical (PLDS) Report. Circulation, collection size, titles added to the collection and active cardholder numbers were itemized for all B&ECPL libraries. Information Technology staff correlated the data and created spreadsheets which clearly define the statistics.

Maureen McLaughlin and Technical Services Department Library Associate **Cindy Zubler** were instrumental in a successful 2010 Material Budget rollover which took place on January 10th. The project involved electronically transferring all outstanding orders and encumbrances from the 2010 budget into the 2011 budget lines. In addition, new budget lines were created and holding codes were updated to facilitate expanded centralized ordering for all B&ECPL libraries. Materials ordering, receiving and invoicing began after the budget rollover. Technical Services Manager **Jennifer Childs** implemented annual electronic ordering and invoice updates with our major vendors.

Technical Services Library Associate **Diane Doster** implemented a simplified procedure for collecting and calculating cataloging statistics by combining counts for all library locations, in addition to recording separate figures for audiobooks and musical recordings. These changes reduced staff time, eliminated paper waste, and ensure that an accurate and thorough reflection of department activity is reported. Diane also completed the annual task of creating generic records for all libraries.

Catalogers began assigning LC call numbers to all nonfiction DVDs and Blu-ray Discs. Previously limited to the Central Library, the practice of printing and affixing spine labels to nonfiction video recordings was also implemented. An accession number will continue to be recorded in the bibliographic record. This enhancement provides libraries with new shelving and marketing options, standardizes technical services procedures, and eliminates linking adjustments for titles ordered by both the Popular Materials Department and community libraries.

Grosvenor Room Librarian **Rhonda Koning** completed a Biographical Resources for Buffalo and Erie County subject guide. She also made an Abbreviations and Occupations guide for the city directories. Rhonda completed 9 screencasts on using HeritageQuest Online. They will be posted to the Library's website.

2. FUNDING

Finances

The New York State Governor's proposed 2011-2012 budget cuts library aid 10%. This latest in a series of cuts, if fully implemented, would reduce library aid to levels not seen since the early 1990's. The impact to B&ECPL would be a further reduction of approximately 200,000 in the main library operating fund. Including grants, the total cut would rise to well over \$250,000. Since 2007-2008, state library funding to the B&ECPL would have decreased by roughly ¼ or \$800,000 if the full cut is implemented.

It is important to note that these are not "inflation adjusted" or reductions in a rate of increase. They are absolute dollar reductions down to the dollar amounts the Library

actually received in the early 1990's. Over those 2 decades consumer prices have increased approximately 60%.

Staff will closely monitor expenditures and turnover to mitigate the impacts in 2011, particularly since the final amount would not be known until April 1st at the earliest. However, if this reduced funding continues into 2012, programming and staffing would be impacted.

Fundraising

Development and Communications Department updates:

- 2010 Yearend Appeal has reached \$78,536.25 year-to-date in donations from 1,333 supporters.
- Arranged for Buffalo Branch Libraries to sell chocolate hearts for Valentine's Day for \$2.00. This is being done to test the market for this type of occasional point of purchase sales.
- The 175th Anniversary Gala is confirmed for Saturday, November 5, 2011 at the downtown Central Library. A committee of volunteers will meet on Wednesday, March 9th to begin planning for the event which is expected to draw approximately 200 - 250 people. Anyone interested in joining the committee should contact B&ECPL Trustee Anne Leary or Public Affairs Manager, Joy Testa Cinquino.
- Two dozen items (autographed books and CDs) have been donated for the Library's book auction being spearheaded by B&ECPL Trustee Judy Summer.
- **Anne Conable** wrote and submitted the IMLS grant February 1st.
- **Joy Testa Cinquino** and **Debra Lawrence** attended a webinar on Blackbaud's Introduction to E-commerce Fundraising on January 13th.

3. OPERATIONS AND INFRASTRUCTURE

As part of ongoing System restructuring initiatives, all Technical Services Departments have been consolidated into the area occupied by Acquisitions and Processing. The Serials and Catalog staff members are adjusting to their new surroundings. Streamlined workflow patterns are beginning to emerge, already eliminating the need for several books trucks, as well as the staff time needed to move them between departments. The relocation could not have been accomplished without the assistance

of Maintenance, Engineering, and IT staff members. The few items remaining in the former Catalog Department space are targeted for removal by the middle of February. Click here to see a brief video clip (animoto) of the departmental changes:

<http://bit.ly/fViZCx>

Special Projects Coordinator **Meg Cheman** and Librarian **Glenn Luba** continue to work with staff to consolidate the Central Library. The BST and HSS nonfiction collections are now fully integrated on the first floor. Shelving for the new Magazine Room has been placed and glass panels have been removed to facilitate ease of entry and exit. The new Children's Space has been cleared of previous seating and shelves to make ready for low, children's sized seating and shelves. Walls will be painted and floors and rugs cleaned. We anticipate all children's materials will be moved by the end of February. Staff met with the RFID specialist to determine placement of gates and self checkouts in the new Media Room. The Graphics Department is working on signs for all new areas as well as making the new Children's Space warm and inviting.

Chief Operating Officer **Mary Jean Jakubowski** met with various stakeholders to determine staffing patterns, ensure correct layoff procedures and reassign staff, effective February 2, 2011. Meetings were also held with Union representatives with information provided on the status of members.

City of Buffalo snow clearing crews assisted the Library by removing several LARGE piles of snow that had built up in the Dudley Branch Library parking lot after last month's series of heavy snows that impacted South Buffalo in particular. Patrons and staff are enjoying easier access to and capacity in the Dudley Branch Library's parking lot.

The Shipping Department took delivery of 2 new grant funded shipping trucks, replacing existing vehicles. The Library will send 2 aging shipping vehicles with over 200,000 miles each to county surplus. These vehicles are funded by an Erie County Fiscal Stability Authority incentive grant to the Erie County Fleet Division which worked closely with the Library in this effort. The vehicles funded under this grant, 1 in 2010 and the 2 received in January, feature more aerodynamic design and smaller engines which are yielding an approximate 20% improvement in fuel consumption. Additionally, they include lift gates which improve the delivery process and reduce the risk of injury.

Technology

Desroy Rodney, EnvisionWare Senior Implementation Consultant, arrived from Atlanta on January 11th and spent 2 days working with Field Technician **Dave Kozlowski** and Buffalo Branch Manager **Linda Rizzo** upgrading RFID technology at the City Branches. Mr. Rodney replaced 'read-range pads' on staff and public self checkout stations with a

next generation Unidirectional Pad that provides more a focused detection range. The updates allow for more accurate circulation functions and eliminate the need for shielding measures in many locations. In addition, Mr. Rodney met with several key B&ECPL staff to evaluate RFID gate and self checkout requirements for the planned Media Room at the Central Library. Tagging and encoding of collections continues at the Audubon, East Aurora, City of Tonawanda, Kenmore, Elma, West Seneca, Orchard Park, Reinstein and Central Libraries. It is anticipated that a minimum of 2 additional libraries will go 'live' with RFID technology in the first quarter of 2011.

The Information Technology Team has deployed 8 new desktop computers and 13 laptops at the Julia Boyer Reinstein Public Library. The equipment is going to be utilized for the PCC (Public Computer Center) funded by the ARRA (American Recovery and Reinvestment Act). The desktops are located in the library's main area while the laptops are going to be used in the conference rooms for training purposes. The laptop and desktop computers will facilitate digital literacy, training and job searches for the library users.

The LSTA Service Improvement Grant Program 2010-2011 Interim Report was submitted to the Division of Library Development on January 17, 2011. This required report described the benefits and evaluated the results of the grant project which provided funding for a new mobile Cyber Train as well as staff to develop and conduct Web 2.0 technology classes at libraries throughout the county. Sixty programs for 336 participants were conducted through December 31, 2010. The Library remains optimistic that the grant program will be funded for a second year (April 1, 2011 - March 31, 2012).

The B&ECPL completed and submitted the 2011 Survey of Public Library Plans and Policies for Workstation and Computer Centers sponsored by Primary Research Group. The report covers personal computers and workstations, laptops, tablet computers and smartphones. Participants will receive a free PDF copy of the report. Institutions surveyed are listed as participants in the report.

Although no longer an e-Rate requirement, Information Technology and Technology Support staff members reviewed the current B&ECPL Technology Plan 2011-2013 and prepared an updated list of "Accomplishments" covering the time period from July 1 - December 31, 2010. The review process confirmed that all major IT projects are covered in the Plan. In addition, 23 Project Summaries were reviewed to insure continued relevancy and guarantee that all anticipated 2011 projects were included in the 238-page document which is posted on the Library's website <http://bit.ly/ddHOd2>.

The Information Technology Team has replaced all data switches in use at the 8 City Branches. Technical Support Services Specialist Johnny Hsu has configured each

switch accordingly while Field Technician **Dave Kozlowski** has removed the old switches and installed the new ones. During the replacement process, many public and staff PCs had to be configured individually to work with the new switches. The new switches will increase network speed and capacity. The old switches will be refurbished, firmware-upgraded and redeployed at certain contracting library sites.

Rob Alessi continues to work on updating the Milestones of Science web presence and is gathering images and compiling the bibliographic information for each title in that collection to be featured in the book browser portion of the site. Rare Book Room Senior Page **Jason Barone** has been scanning images that have not been imaged previously from the Milestones.

Staff Development

Key Technical Services and Technology Support staff members met with Brodart, Inc. representative Robert Scott on January 4th to review contract terms and discount schedules.

Maureen McLaughlin hosted the January 14th meeting of WNYLRC's Regional Advisory Committee (RAC) at the Central Library.

Jennifer Childs attended a conference call with Baker & Taylor regarding mass maintenance, cart templates and future possibilities of Baker & Taylor supplying more specific carts for the collection development team to work with and order from, January 19th.

Technology Support Manager **Kelly Donovan**, along with **Mary Jean Jakubowski**, met with some members of the Lancaster Public Library Board to discuss RFID implementation at that location, January 21, 2011.

The New York State Department of Labor presented a "Coping with Layoff" on Friday, January 31st.

Mary Jean Jakubowski and **Doreen Woods** met with representatives of B&ECPL's 4 bargaining units on Monday, January 31st. Representatives from the American Federation of State, County and Municipal Employees, the Clerical and Maintenance Union of the Buffalo & Erie County Public Library - Contracting Libraries, Civil Service Employees Association and the Librarians Association will meet monthly to ease transition issues between administration and bargained labor and provide a forum for non-bargained discussion.

Grosvenor Room Manager **Claudia Yates**, **Amy Pickard**, **Sue Cutrona**, **Carol Pijacki** and **Rhonda Konig** participated in a January 25th Northeast Document Conservation Center webinar about the care and handling of scrapbooks.

Carol Pijacki joined an ALA webinar, on her own time, on January 26th: READ Posters Made Easy: A How-To Demonstration with Adobe® Photoshop® Elements.

On January 30th, **Rhonda Konig** viewed an Ancestry.com online seminar: "Making a Breakthrough in your African American Research."

On Thursday, January 27th, Assistant Deputy Director of Public Services **Ann Kling**, Central Library Manager **Nancy Mueller** and Buffalo Branches Manager **Linda Rizzo** attended a webinar offered by Library Journal and sponsored by NoveList. It was entitled "Libraries Are Essential: Providing Core Services for Readers."

A patron and his family came to the East Clinton Branch Library with a cake and balloons on January 22nd to let **Beata Yamin**, part-time clerk, know how much she will be missed.

Paulette Smith, who started as a page at the Martin Luther King, Jr. Branch Library is relocating out-of-state. Her last day of work at the Merriweather Branch was January 28th and to say she will be missed is an understatement. Patrons and staff who have worked with her stopped by throughout the week to wish Paulette well.

Librarians **Ann Kling**, **Jack Edson**, **Peggy Errington** and **Pat Covley** each contributed a book review for the *Buffalo Rising* website.

Librarian **Kathy Smith's** production, *The History of Collection Development at B&ECPL* starring Taylor Baker was posted to YouTube on January 12th; it has 110 hits so far.

eBranch Library Associate **Kathy Schultz** received abundant praise from Hilbert College Assistant Library Director Katie Donohue for her assistance with Book Club in a Bag!

Borrower Services staff has been working on discarding old records of patrons with inactive checkouts. During January this purge combined with the database cleanup project resulted in over 2,000 patron records being deleted from Sirsi.

An additional 850 patron records were modified to correct errors in patron e-mail addresses for patrons who'd requested e-mail notification. These errors prevented patrons from receiving any e-mail from us.

Kara Stock was featured in an @yourlibrary article titled "Maximize Your Job Seeking Mojo" in the "Don't Go it Alone" section: <http://bit.ly/ijK3lo>.

January 11th - **Dan Caufield** attended an ECIDA Area Managers meeting. The guest speaker was Arlene White, Executive Director of The Binational Tourism Alliance, a not-for-profit membership-based tourism economic development organization. Arlene White provided background information on the BTA, as well as updates on key 2011 binational economic development initiatives under way.

January 12th - **Dan Caufield** attended the third of 6 Library Marketing classes offered by the Rochester Library Resource Council.

January 14th - **Dan Caufield** attended a networking breakfast at the Canisius College Women's Business Center. Melinda Sanderson, Executive Director of the Center, is interested in having Dan speak about business resources available through the library. Programming and centralized collection development staff began conducting needs assessment site visits scheduled for each library location. The Children's Programming Team has begun to plan for all the programs that will occur this year. Programs will include NYS Summer Reading, Battle of the Books, story hours, tween, teen programs and others. This newly formed team will plan and present youth programs at the library locations throughout the county as well as at the Central Library. Children's services staff is also prepping to move the juvenile collection from the Children's Room to its new home in the Popular Materials Department. The juvenile collection has been consolidated and prioritized for maximum patron accessibility.

4. COMMUNICATIONS AND COMMUNITY RELATIONS

Media Coverage / Media Releases

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

- January 8th - Martin Luther King, Jr., Celebration at Central Library
- January 26th - Squeaky Wheel Series Announced
- February 3rd - **Dorinda Darden** to Direct Ken-Ton Libraries, (sent on behalf of Ken Ton Lib.)
- February 8th - Library System Board Announces Executive Committee

Additionally, several interviews with **Bridget Quinn-Carey**, **Mary Jean Jakubowski** and **Ann Kling** took place on the topic of collection maintenance with the *Buffalo News* and *Artvoice*.

Pat Covley was interviewed by *Buffalo Rising* and the *Tonawanda News* about popular titles in 2010 and eBooks, respectively.

Bridget Quinn-Carey was interviewed by the *Buffalo News*, WNET radio and *Business First* about Special Library Districts.

A White Paper on Special Library Districts has been written and was distributed to elected Erie County and New York State officials. The document will continue to be updated for the public education campaign.

Dawn Stanton and Darlene Pennachi of the Graphics Department completed the following:

- 175th Library Anniversary display in Ring of Knowledge at Central
- Travel Display in Rare Book Room + brochure, postcard
- "Ar'n't I A Woman" display in glass wall area by Fables
- Mark Twain Room display updates
- WPA posters printouts
- Kids Space signs for Central
- Martin Luther King Jr. event - program and photographs
- February programs flyer for Children's Room
- Chocolate Hearts sale promotional print materials for City Branches
- GRI - bookmark
- Valentine's Day program flyers for HAM and LNC - children's programming
- KNM/KNL hours slinger
- New permanent hours signs for libraries (CRA, NIA, RIV, MRW, NPK, EDL, ECL, DUD)
- Computer Training Lab classes flyer
- Babel bookmark for March event
- Bistro postcard for February event
- PastForward flyer

The Library System received more than 35 patron comments in the last month ranging from requests for new materials to complaints about the availability of tax forms.

Library 2.0: Facebook Update. The Buffalo & Erie County Public Library - Central Library Facebook page has 2,341 fans, an increase of 49 from the previous month. The average number of monthly active users 1,398 with the overall number of "likes" totaling 2,344. January Facebook posts included many event announcements, a post

about the updated edition of the "Adventures of Huckleberry Finn," a reference question and a comment from a concerned patron. Other posts included:



Buffalo & Erie County Public Library - Central Library The Library announces the most-circulated books in 2010! What were you reading? Visit <http://bit.ly/eZj75U> to find out...



4 people like this.



Laura Gravis-Lautner Guilty....3 on this list I checked out in 2010



Buffalo & Erie County Public Library - Central Library @Laura - We call you a 'trendsetter!'



Shirley Whelan What a cool report! Thank you.



Steven Osterstrom I loved The Girl with the Dragon Tattoo. And I love the digital books we can get on the Nook or the computer. I also have been using the audiobooks from my computer too.



Buffalo & Erie County Public Library - Central Library Great Steve... that's what we like to hear! and we love that you are taking advantage of the multiple formats the Library offers.

Library 2.0: Twitter Update. @buffalolib, our System Twitter page, has 1,593 followers, an increase of 39 followers. In addition to many RTs (re-tweets) tweets mentioning the Buffalo Library included:



naimapearce Naima Pearce

Heck Yes! RT @buffalolib: Get Ready to Celebrate! 2011 marks the 175th anniversary of what we call the B&ECPL. <http://twitpic.com/3tkkee>



JennJustReading Jennifer Harnick

This is awesome --> RT @buffalolib: FREE Downloads! Audiobooks, e-Books & Video! No overdue fines or late fees. <http://bit.ly/qii2AR>



JessManocchio Jess Manocchio

Spent LOTS of time here as a kid #bookworm RT @buffalolib Stop23 -Elma Library! Operation ReadingRoadTrip continues <http://bit.ly/qtSFIY>



bschu1022 bschu1022

Library releases most-circulated books for 2010! What were you reading? From the Buffalo News <http://bit.ly/f7gNrD> (via @buffalolib)

Partnerships

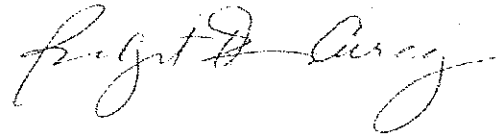
The Buffalo Public Schools conducted 3 ESL classes in the Central Library Training Lab, 18 students per class, for a total of 54 total students.

5. SPECIAL PROJECTS

Re-Imagining

Coordinated by Special Projects Coordinator **Meg Cheman**, the next round of Re-Imagine Focus Groups led by Global Library Consulting has been scheduled and participants have been invited. Individual phone interviews have also been scheduled. Closely involved in the development and monitoring of the online survey, Meg submitted a summary of the survey portion of the community engagement to Architectural Resources for the Interim Report.

Respectfully submitted,



Bridget Quinn-Carey
Director

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY
January 15, 2011 - February 11, 2011

JANUARY

- 15 ACT Trustee meeting - West Seneca Public Library
- 18 Family Literacy Grant meeting
- 18 Meeting with Libby Post
- 18 Meeting with Victor Rice, President of Library Foundation of Buffalo & Erie County
- 19 B&ECPL Planning Committee meeting
- 20 B&ECPL Development Committee meeting
- 20 B&ECPL Board of Trustees meeting
- 21 Erie County Commissioners meeting - Rath Building
- 24 Lunch meeting with Laurie Torrell, Just Buffalo Literary Center
- 25 Meeting with Patrick Martin, Esq.
- 27 Family Literacy Grant meeting
- 27 Remarks at Buffalo Rotary Club event
- 27 Briefing of Erie County Legislature - Public Library Districts
- 27 Meeting with Central Librarians
- 28 Lunch meeting with Paul Hogan, Vice President Oishei Foundation

FEBRUARY

- 3 Lunch meeting with Sheldon M. Berlow, B&ECPL Trustee
- 4 Breakfast/Briefing for WNY Delegation - Central Library
- 7 B&ECPL Executive Committee meeting
- 7 B&ECPL Planning Committee meeting
- 9 Library Managers & Directors meeting - Central Library
- 9 Meeting with Vicki Beck Newman
- 9 Meeting with Patrick Martin, Esq.
- 10 ACT Board meeting - Lancaster Public Library
- 10 Meeting with Regent Robert M. Bennett
- 11 Rare Books Commission Subcommittee meeting
- 11 Lunch meeting with Christine Carr, Executive Director Computers for Children, Inc.