

**MINUTES of the MEETING of the
ERIE COUNTY PUBLIC LIBRARY ADVISORY BOARD**

**THURSDAY, August 11, 2011
Admiral Room, Blasco Memorial Library**

CALL TO ORDER:

Pete Ogden called the meeting to order at 12:03 p.m.

MEMBERS PRESENT:

Amos Goodwine, Pete Ogden, Hiram Daley, Jeanine McCreary, William Garvey, Helene Grande.

MEMBERS ABSENT:

Jackie Breakstone, Marilyn Kraus, Joe Mineo

OTHERS PRESENT:

Library: Margaret Stewart, Executive Director; Joan Duke, Main Library Coordinator; Tony Keck, District Consultant; Ann Randall-Dill, Technology Coordinator; Patrice Berchtold, Executive Assistant.

APPROVAL OF MINUTES:

Hiram Daley moved to approve the minutes of the Advisory Board meeting of July 21, 2011. Helene Grande seconded the motion. Approved by unanimous vote.

FRIENDS OF THE LIBRARY UPDATE (Bob Gallivan)

Bob is out of town, so Margaret reported that the Friends next book collection is set for October 8th and their next fiction sale is 10/29/11.

REVIEW OF THE FINANCIAL REPORT (Margaret Stewart)

This report does not reflect the additional money appropriation that County Council put in the budget for collection development and building maintenance costs. We have already over spent the extra money appropriated for building maintenance. \$5,000 from the Bindary line was moved to processing supplies and this money will be replaced with the additional appropriation.

REPORT OF THE EXECUTIVE DIRECTOR (Margaret Stewart)

The Summer Reading program ended on 8/6 and the Adult Summer Reading runs through the end of August. We have been keeping up-to-date on the Library website and face book page. Patrons continue to rely on library computers for job searches, access to government information such as social security, unemployment and online testing. We had 21 donors from the Erie Gives fundraiser for a total of \$935.00. The Friend's of the Library are selling \$5.00 shopping passes good for a discount at Macy's on 8/27/11. The Friend's keep 100% of the proceeds to be used to purchase additional digital downloads for the library. The plan was completed for meeting various collection development standards for Commonwealth Libraries (see attached letters). Our Sun server used for the SirsiDynix circulation system backup needs to be replaced and we are preparing the bid specs for a new server. Also in the board packet is a letter from Unique Management which is our collection agency that we switched to in October, 2009. We have submitted \$285,863 worth of collections and we have recovered \$82,884 which is a \$3.87:\$1 return on our investment.

STATISTICAL AND OTHER REPORTS (Joan Duke)

Website hits saw an 8% increase over July, 2010. Computer lab logins across the system was up 33.9% over July, 2010 and Blasco saw a 64.2% increase. Digital downloads were at 1,384 which is an 88% increase over July, 2010. We had 36,798 visitors to Blasco. Overall circulation was down 11%, however, the Bookmobile saw an increase for the third month in a row. One evening in children's, staff picked up

200 books that were used in the library, but not checked out. This is circulation which is not counted in our statistics.

REPORT OF THE DISTRICT CONSULTANT (Tony Keck)

Tony stated that the new librarian in Corry starts next week. We received our District aide on August 2, 2011. At the next board meeting we will have our proposal of the county plan. A new van driver, Paul Heller, started this week. There was a photo spread on the Bookmobile on August 7th and we were very pleased with the coverage.

REPORT OF COMMITTEES

The Event Planning Committee continues to meet regarding the event being held on 9/30/11 from 5:00-7:00 for the 15th anniversary of the opening of Blasco Library. Nick's Place is doing the refreshments. Invitations will be mailed on 9/7 and RSVP's are due by 9/19. We will email all three board's invitations to save on postage. The next meeting is 9/1/11 at 4:00 in the Admiral Room if anyone would like to attend.

The County Solicitor approved the policies that the Board approved and they will be implemented on September 1st.

Handouts from the Regular Trustee Workshop were distributed for board members. The State Libraries is focusing on more board interaction.

NEW BUSINESS

On 11/18/11 the library is hosting George Needham from 9-12 for a staff development. He focuses on customer service and trends in libraries. We are inviting all board members to attend. The Friends of the Library are funding this staff development.

The next Advisory Board meeting is September 15, 2011.

ADJOURNMENT

The meeting was adjourned at 12:37 p.m.