

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
June 19, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, June 19, 2008, in the Central Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair  
Rebecca L. Pordum, Vice Chair  
Frank Gist, Secretary  
Sheldon M. Berlow, Treasurer  
Richard L. Berger  
Jack Connors  
Phyllis A. Horton  
Annette A. Juncewicz  
Elaine M. Panty  
Judith K. Summer  
Sharon A. Thomas  
Wayne D. Wisbaum

George M. Zimmermann, Trustee Emeritus

Excused:

Hormoz Mansouri, conflict  
Mario J. Rossetti, conflict

Chair W. Lawrence Buck called the meeting to order at 4:08 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B - Agenda/Changes to the Agenda. The agenda was approved as mailed.

Agenda Item C - Minutes of the Meeting of May 15, 2008. Minutes were approved unanimously, as mailed, upon motion by Ms. Horton and a second by Ms. Panty.

Agenda Item D - Report of the Chair. Chair W. Lawrence Buck reported there have been a lot of things going on in the past month including a meeting with Mayor Brown to discuss the North Park Branch Library which he and Director Quinn-Carey had just come back from. Legislative Chairwoman Lynn Marinelli was also in attendance. Mr. Buck reported being pleased with the progress being made towards resolving the

short-term issue of how to replace the Lookie Bookie with some type of temporary location and felt we are moving in the right direction with everyone working on the same page trying to get this resolved.

Mr. Buck reminded trustees that the next July Board meeting will be at the Collins Public Library. Directions will be provided.

Agenda Item D.1 – Intermit August Meeting. The Chair introduced Resolution 2008-24 and entertained a motion to intermit the August Board meeting. Mr. Buck believes we can get enough accomplished at the July Board meeting and the only issue the Executive Committee may have to deal with is the NYS construction grant. Ms. Summer made a motion, Ms. Pordum seconded, and approval was unanimous.

#### RESOLUTION 2008-24

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months (i.e., July and/or August) when Library business permits, and

WHEREAS, the Library's 2009 budget request is due in the office of the County Budget Director on August 15<sup>th</sup>, prior to the scheduled date of the August 2008 meeting, and

WHEREAS, subject to the authorization of the full Board of Trustees, the Library Board's Budget and Finance Committee can finalize and submit the 2009 budget request to Erie County by the prescribed due date, and

WHEREAS, the Library's review and recommendations for 2008-2009 New York State Construction Grants is due in to the State Division of Library Development in Albany on September 12<sup>th</sup>, prior to the scheduled date of the September 2008 meeting, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, this would allow the Executive Committee to meet sufficiently ahead of the September 12 deadline to conduct the needed review and make recommendations on proposed Library Construction Grant requests, and

WHEREAS, a full report of that budget request and state construction grant recommendations can be provided for the Library Board, and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2008 meeting of the B&ECPL Board of Trustees is hereby intermitted.

Agenda Item E.1 – Executive Committee. Ms. Pordum reported that the Executive Committee met on June 12, 2008. Trustees Buck, Pordum, Horton, Summer, Thomas and Berger were present as was Mary Jean Jakubowski, Kenneth Stone and Bridget Quinn-Carey. Agenda items and proposed resolutions outlined by Mr. Stone were reviewed. Additional items discussed included the upcoming North Park Branch meeting with Mayor Brown and Legislative Chairwoman Marinelli, a draft Board self-assessment survey which will be reviewed further at the next July Executive Committee meeting and then be sent out and the Policy Committee looking at contract bylaws. Ms. Pordum was uncertain as to the last time contract library bylaws were reviewed, stating they should have bylaws according to State law with some points non-negotiable and they can then add their own to these. Ms. Summer has offered to work with Ms. Jakubowski, Ms. Quinn-Carey and Ms. Horton on this.

At the Executive Committee meeting, Ms. Quinn-Carey distributed a review of accomplishments from March 3<sup>rd</sup> to date. It was suggested that Mr. Hudson also prepare a similar kind of report, although it was acknowledged that his monthly report is very detailed and he is here every meeting to answer any questions, but a list of key accomplishments would be appreciated. The meeting adjourned at 5:00 p.m.

Agenda Item E.2 – Budget and Finance Committee. Trustee Berger asked Deputy Director Kenneth Stone to introduce budget and finance matters. Mr. Stone advised the Board that all budget and finance items were reviewed by the Executive Committee.

Agenda Item E.2.a – Request Assistance for Unanticipated Expenditure: Collins Public Library. Mr. Stone explained that Resolution 2008-25 was to assist the Collins Public Library who requested assistance to honor contractual obligations for their newly filled Director whose salary was two steps higher than estimated. Mr. Stone explained that we have more than sufficient labor savings in other accounts, so reallocating funds in the existing budget with no increase in expenses is all that is needed. Ms. Horton moved for approval and was seconded by Ms. Panty. Approval was unanimous.

#### RESOLUTION 2008-25

WHEREAS, the contract between the Buffalo & Erie County Public Library and contracting libraries, in the TWENTY-SECOND item, provides a process for

requesting assistance in the event of “unforeseeable circumstances” that “result in a material impact on the ‘Public Library’s operating budget...” and

WHEREAS, the Collins Public Library Board of Trustees has requested assistance in the amount of \$3,924 to help offset the need to honor contractual obligations for a filled position’s step being higher than estimated, and

WHEREAS, without this assistance the Town of Collins Public Library Board has found that having to hold key positions vacant over an extended period, as would otherwise be required to address this cost, would result in inadequate staffing needed to operate the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, turnover savings from other areas within the System budget result in sufficient monies being available within the 2008 budget salary, wage and fringe benefit accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the 2008 contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a reallocation within the System salary, wage and fringe accounts to provide \$3,294 in salary/wage/fringe benefit funding assistance to the Town of Collins Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library to implement the change.

Agenda Item E.2.b – Authorize Chair to Execute 2008 Contracts with Contracting Libraries and Approve Implementation of Budget Adjustments. Mr. Stone explained Resolution 2008-26 would authorize the Chair to execute 2008 regular contracts with the contracting libraries that had been operating under an extension since 2007. He explained that we received a 2% reduction from the State but also experienced improved revenue on the fine side slightly, being ahead a little over a percent year-to-date. There has been a difference in where this falls because the e-commerce module, which we had budgeted additional revenue to, is doing well, but not as well as anticipated. In this budget, the contracts adjust for the revenue change and also build in an automatic provision for an extension so we don’t have to approve and sign contracts in November/December. It also allows for the small CHR libraries that still get a small amount for other operating expenses to get it in a lump sum, rather than in quarterly payments, if it is under \$10,000 total for the year. Lastly, it requires the remaining libraries to join CHR by the end of this year. Mr. Stone reports that Amherst is on board now and we have four smaller libraries that are planning to join us by the end of the year, then everybody will be on CHR. The 2009 budget will show all the

budgets in the personnel lines reflected as such. Mr. Berger moved, Ms. Juncewicz seconded, and approval was unanimous.

RESOLUTION 2008-26

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo and Erie County Public Library constitute over 90% of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2008 allocation was not known until mid-December, and New York State's allocation was not known until April 2008, and

WHEREAS, this made it difficult for the Buffalo and Erie County Public Library and the contracting libraries to develop, consider and approve a contract prior to the beginning of the 2008 fiscal year on January 1, 2008, and

WHEREAS, to meet 2008 payroll and other operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees, on November 15, 2007 adopted Resolution 2007-50 providing for extending the 2007 contract terms until a 2008 contract could be finalized or June 30, 2008, whichever was earlier with funding based upon the estimated allocation of the 2008 B&ECPL Board-adopted budget, and

WHEREAS, Erie County's 2008 budget is now in place and New York State's budget has been adopted, and

WHEREAS, implementing the service restorations funded by the County led to reconfiguring opportunities resulting in the need to transfer funds between accounts as part of implementing 2008 contracts, and

WHEREAS, the adopted budget anticipated a revenue shift from physical library outlets to the System account with the introduction of E-commerce, which, while occurring has occurred at a lower magnitude than expected necessitating reallocating revenue estimates, and

WHEREAS, the Library desires to simplify future contracts by incorporating automatic extensions, one payment for amounts under \$10,000 and fully implementing the Centralized Human Resources program consistent with the initiatives submitted to the Erie County Fiscal Stability Authority on September 13, 2005 [Initiative #114 Expand Centralized Human Resources (All Libraries Join CHR)], now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Chair of the Board of Trustees to execute 2008 contracts incorporating these changes and authorizes the Library Director or her designee to submit them for Erie County Fiscal Stability Authority review, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves the budget adjustments and transfers shown in the attached Exhibit 1.

**Buffalo & Erie County Public Library**

**Resolution 2008-26 Exhibit 1**

Description	2008 B&ECPL Operating Budget			Notes
	Current	Change	Revised	
<b>IMPACTED SAP EXPENSE BUDGET LINES</b>				
Salaries & Wages, Full Time	9,247,234	43,645	9,290,879	Reflects the Collins Library's personnel restructuring subsequent to the retirement of the former director.
Wages, Regular Part Time	434,231	(43,645)	390,586	
<b>Subtotal</b>		<b>0</b>		
<b>Payments to Contract Libraries</b>				
Amherst Public	1,233,962	(18,640)	1,215,322	The budget anticipated a revenue shift from physical library outlets to the System account with the introduction of E-commerce. However, to date the magnitude of shift has been lower than budgeted. Increased fine/fee revenue collected at Non-CHR libraries reduces the amount required to be sent via the contract payment account.
Angola Public	61,971	(875)	61,096	
Boston Free	64,183	(2,251)	61,932	
Concord Public	114,690	(2,289)	112,401	
Lackawanna Public	220,579	(432)	220,147	
<b>Subtotal</b>		<b>(24,487)</b>		
<b>Total Expense Change</b>		<b>(24,487)</b>		<b>Increase (Decrease) in Expense</b>
<b>IMPACTED SAP REVENUE BUDGET LINES</b>				
State Aid to Member Libraries	299,616	(3,957)	295,659	Reflects the E-commerce fine revenue shift for CHR Libraries and an anticipated 2% reduction in NY State Aid to Member Libraries
Library Charges - Fines	437,000	(81,067)	355,933	
Refunds from Contract Libraries	393,151	60,537	453,688	
<b>Total Revenue Change</b>		<b>(24,487)</b>		<b>Increase (Decrease) in Revenue</b>

Trustee Wisbaum arrived at 4:15 p.m.

Agenda Item E.2.c – Erie County 2009 Capital Budget Request. This resolution will provide guidance on filing the 2009 Erie County Capital Improvement Project Request. Deputy Stone explained that although instructions have not been received, we anticipate the deadline could be before the July Board meeting. Recommended for the 2009 planning year is Central Library escalator replacement with elevators - although approved in this year's budget, it hasn't been bonded yet, so we are going to ask for it again and costs will be updated; Library replacement project incentive funds - this is a continuation of what Mr. Giambra had put in a few years ago and we would like these monies to be available as the Tonawanda Library System is looking into trying to take advantage of this; and replacement of two shipping vehicles. Recommended for 2010 and beyond is to build in the money for the Central Library interior renovations and asbestos abatement; additional library replacement project incentive funds - better libraries replacing smaller, inadequate ones; and two additional shipping vehicle replacements in 2012. It would direct us to work with Public Works to meet the costs for these capital projects. Mr. Berger moved, Ms. Horton seconded, and approval was unanimous.

Ms. Panty asked about the increasing cost of the escalator replacement. Mr. Stone explained that it was 1.6 million originally and now it is over 2 million and we hope to work with the County on this. Ms. Panty asked if we could start it partially. Mr. Stone explained that asbestos abatement was involved and we are looking at replacing the escalators with elevators which will include a number of issues.

#### RESOLUTION 2008-27

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-year period is approaching, and

WHEREAS, the Library anticipates receiving Erie County Division of Budget, Management and Finance's 2009-2014 Capital Budget preparation forms and instructions shortly with a likely due date prior to the Library Board's July meeting, and

WHEREAS, the Board of Trustees Executive Committee, at its June 12, 2008 meeting, discussed potential projects, and

WHEREAS, the Committee recommended guidance be provided to the Library Director allowing her to submit a request on a timely basis, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2009-2014 Erie County Capital Project requests prioritized as follows:

**FOR THE 2009 FUNDING YEAR**

- Central Library Escalator Replacement (with elevators);
- Library Replacement Project Incentive Funds (1 project); and
- Shipping Vehicle replacements (2).

**FOR THE 2010 AND BEYOND FUNDING YEARS**

- Central Library Interior Renovations & Asbestos Abatement (update design (2010) plus one project area per year 2011-2014);
- Additional Library Replacement Project Incentive Funds (1 project in 2011 and 1 project in 2013); and
- Shipping Vehicle replacements (2) in 2012, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests that may be submitted by the County Public Works Department to address Central Library mechanical equipment and building needs not covered by the above requests, and be it finally

RESOLVED that the Director transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Agenda Item E.2.d - Monthly Financial Report. The monthly report for the period ending April 30, 2008 was distributed at the meeting. Mr. Stone reported that we are doing fine and noted this report was also submitted to the County Legislature at their mid-year budget hearing which went well. He expressed they were very interested in what we are doing and the money they have invested. The 1.6 million is getting a lot of results throughout the whole System and where it is most needed. Ms. Panty expressed concern on whether we would be receiving the 1.6 million dollars again next year. Mr. Stone explained that at the July Board meeting when we ask for budget guidance, our recommendation will be that we assume the 1.6 million is built into the base. We will provide additional options and show results if we fund additional options for improvements. He stated this was presented at the mid-year budget review and there was no negative reaction.

Agenda Item F - Report of the Director. Director Quinn-Carey commended the staff for their hard work on the North Park Branch. She stated at their meeting with Mayor Brown, they emphasized Lookie Bookie is good only through September and there will not be library services there after this date, the need for a good temporary solution for a number of years and also the need to seriously start talking about a long-term solution for a new facility in the area. Ms. Quinn-Carey reports they were very receptive. She stated the plan is to move forward with one property in particular and begin obtaining



more details. She informed trustees that countless buildings have been gone through, following up on every lead there was, and states that it ends up the location which really appears to be the best place is also the least amount per square foot. Staff will be getting together next week to talk about next steps, publicity and how to get the word out. Mr. Buck mentioned the long-term solution of needing a new facility may be a tougher road, but not impossible.

Ms. Juncewicz asked what problems there were at North Park outside of the lead. Mr. Stone informed that lead is the key problem but the deterioration of the building made the lead a key problem. He explained water is infiltrating through the sides of the walls facing Delaware and Hertel and has destroyed the plaster to the point where if we tried to repair it, it would fall off and is covered with lead-based paint. There is also some asbestos in the building. To address the lead and asbestos, he reports a rough ballpark estimate is \$400,000, although the study is only underway and is not yet complete. That would leave us with a shell that needs to be rebuilt and the space layout is not terribly effective. Ms. Juncewicz questioned which facilities were closed in 2005 near North Park. Mr. Stone replied the closest was Fairfield and its problems were worse than North Park. Also asked was what are the closest libraries open in that radius. Mr. Stone stated that Kenmore is 1.3 miles to the north and Riverside is a little over 2 miles to the west.

Ms. Juncewicz stated that she heard the option of construction but hasn't heard the option of closing and asked if this was on the table in the future. Director Quinn-Carey stated that this is definitely an area that needs library service.

Ms. Juncewicz mentioned that if library buildings are starting to fall apart perhaps looking at locations, not only for North Park but re-examining what we closed and what remains open currently, should be given further attention so that if other building closings may emerge, we would have a plan rather than reacting to an emergency. Ms. Quinn-Carey stated this would go along with the thought of doing a System-wide facility plan and address exactly what Mr. Juncewicz articulated. She also stated that it has been ten years since we have had a comprehensive plan like that and a lot has changed.

Ms. Quinn-Carey announced that CIO Shirley Whelan will be retiring July 18<sup>th</sup> and will be missed. A toast to Shirley at the next Board meeting at the Collins Public Library will be planned.

On June 20<sup>th</sup>, together with Mary Jean Jakubowski and Doreen Woods, the Director will be meeting with a small group of representative contract libraries and a few trustees to start brainstorming about how to address issues that were brought up while making her rounds at the contract libraries, such as concerns over how to effectively staff with large turnovers, vacations and retirements, collaborative scheduling, and these kinds of

things to see if they can come up with some alternative solutions that would better address staffing in the contract libraries which may eventually roll into a System-wide staffing plan.

Ms. Summer brought up the State of the Library Address and Ms. Quinn-Carey announced that because invitations have not gone out and concern over not having State delegation, legislators, local and county constituents able to attend due to the scramble with session endings, we are going to reschedule in the fall. Ms. Quinn-Carey will get out a report to the press, legislature and county people to show where we are at after the first 100 days.

Ms. Thomas was asked to give a report on the June 11, 2008 Library Services Committee meeting at the Crane Library. Ms. Thomas reported that Bridget Quinn-Carey provided highlights of some of the goals for the Library System-wide. The focus was on teens, building lifelong library users, building quality collections both in the branch as well as Central, making each library warm and welcoming and removing barriers to service. She also mentioned looking at the System-wide initiatives considering efficiencies, streamlining, building staff responsibilities, and considering technology and how it will flow throughout the System. Ann Kling gave a wonderful overview of all that is happening at each of the branches in Buffalo. Glenn Luba from Riverside Branch spoke about a character drawing event. East Delavan Branch is having a literacy program, Good Schools for All, and a partnership with Literacy Volunteers for a drop in center for people looking to learn the English language. They have also received funds from the Goodyear Foundation. The Crane Branch Library is having a poetry night. Mr. Stone brought everyone up to speed on the North Park Branch Library and the progress that is being made. During the public comment, Ms. Thomas stated they were able to become familiar with a wonderful group of people called the Friends of the Crane Library who are very enthusiastic about their library and are looking to make it a hub in the neighborhood. Kristine Kemmis, an architect, together with Librarian Peter Lisker, have come up with some great ideas to improve the building, making the building ADA accessible, adding an elevator, taking down a wall on the second floor to open up the space and putting a coffee shop in or some quiet area for parents when they bring their children to the library. They are also interested in an upper deck with a water garden. Ms. Thomas felt it was a good meeting with very good discussions and invited all trustees, especially those who live in the city, to attend a Library Services Committee meeting in the future which meets in the spring and fall.

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

### **Moving Forward**

With the public State of the Library Address on the horizon (June 26th), I have been reviewing my notes from library visits, and examining comments and suggestions from the entire staff and from the Board of Trustees as I prepare to deliver the 2008 address. To address the many issues and opportunities I have logged, it is important to start a series of conversations that will lead to productive recommendations and ultimately to results. I have a growing appreciation and understanding of the organization and am learning more about the community each day; so, now is the time for these conversations to begin. We are on the way to developing more system-wide discussions of important topics, including staffing issues, facility needs, programming, budgeting and funding.

Our first working group, The Green Team, had a successful opening meeting featuring University of Buffalo Green Office Director **Walter Simpson**. Mr. Simpson was an inspiring speaker and has set the tone for B&ECPL green efforts. Our Team represents a cross section of our organization – with participants from branch, Central and suburban libraries and from a wide variety of departments and positions. Not only is this group addressing important issues, they are working together on a system-wide project and developing system-wide solutions. This is the model for all our future working groups.

Later this month I have invited a group of directors and Board members from suburban libraries to join me, **Mary Jean Jakubowski** and **Doreen Woods** to begin discussing staffing issues. It's a brainstorming session that will lead to a broader discussion with all of the contracting libraries, and eventually to the entire organization as we look to develop a system-wide staffing needs plan.

As many of you know, Chief Information Officer **Shirley Whelan** has announced her retirement as of July 18th. She is working with the Network staff and senior administrative staff to develop an interim administration plan. Celebration plans are also in the works. Shirley has been an integral part of this organization and can take credit for many of the advances B&ECPL has made in the last ten years regarding public computing, IT contract negotiations, network infrastructure and building a network support team. She will be sincerely missed. We all appreciate her years of dedicated service and wish her well in her retirement.

The North Park Library situation continues to be of utmost concern. We are in discussions with the City regarding temporary and long term options for library service in North Buffalo. The full engineering assessment of the North Park facility has been approved on our end and is waiting for City action. **Ken Stone** and **Ann Kling** have been looking at numerous rental spaces in the area and have a list of potential spaces for review with the City. **Larry Buck**, **Becky Pordum** and I have a meeting with Mayor **Brown** and Legislator **Lynn Marinelli** June 19 to discuss the next steps regarding temporary and long term solutions. Our goal is to have a more suitable location for services by September.

Staff Development Day will be held on September 10, 2008. Libraries throughout the System will be closed on this day so they can attend a day-long series of programs at the Central Library. Plans are coming together and I am working with **Doreen Woods** to develop program offerings for the day and securing a dynamic key-note speaker. This is an opportunity for us to come together as a Library System and provide a refreshing series of concurrent sessions for our staff. This year we will be focusing on health and wellness, futuring, and collaborative work environments.

Continued outreach to elected officials, potential collaborative partners and other stakeholders is one of my day-to-day activities. As recommended by Board member **Becky Pordum**, I will be meeting with the newly elected town supervisors in both Cheektowaga and West Seneca, along with those library directors. Developing and enhancing relationships between the B&ECPL System and our supporting municipalities is very important.

As you will see from the enclosed administrative reports, we are moving forward with many exciting initiatives and look forward to a summer filled with programs, events and promise.

#### **Report of the Chief Operating Officer**

Effective May 5<sup>th</sup>, the Grosvenor Room began opening its doors at 8:30 a.m., leaving the Children's Room the last Central Library Department with delayed start times (10:00 a.m.) The Children's Room will open its doors at 8:30 a.m. starting Monday, June 9<sup>th</sup>.

**County Executive Collins visits the Rare Book Room:** County Executive **Chris Collins** and **Bryan Fiume**, Director of Intergovernmental Affairs – County Executive's Office, toured the Rare Book Room on Friday, May 16<sup>th</sup>. Humanities and Social Sciences Department Manager, **Elaine Barone** and Rare Book Room Librarian, **Amy Pickard** prepared and presented several rare book treasures, focusing on Mr. Collins interests. Included was first edition Boy Scout literature, local scrapbook entries, various resources on the Larkin family and the Larkin Soap Company, progressions of Town of Clarence maps/atlasses, etc. Mr. Collins and Mr. Fiume particularly enjoyed seeing *The Federalist Papers* and related manuscripts.

In continuing discussion, Mr. Fiume asked if the Grosvenor Room might have information regarding statues which surround the clock tower of Old County Hall. Using the library's collection of local scrapbooks, Grosvenor Room Manager, **Tom Morrissey** located numerous pictures and articles detailing the position of the figures and their significance. According to a 1926 article from *The Courier Express* commemorating the 50<sup>th</sup> anniversary of the building, the granite statues, each sixteen feet high, represent Justice (northeast corner), Mechanic Arts (northwest corner), Agriculture (southeast corner) and Commerce (southwest corner).

**Get Graphic:** May was all about *Maus*, Art Spiegelman and Get Graphic! On May 22, Pulitzer Prize winner **Art Spiegelman** gave an entertaining and memorable presentation entitled "Comix 101." The diverse audience of close to 400 students and adults heard him speak in the auditorium and simulcast in the Ring of Knowledge. Spiegelman spoke with humor, passion and intelligence of his early years and his development as a graphic novelist as well as the evolution of this format. This must-see event kicked off the Get Graphic! Author series with a bang.

A Fables catered reception followed for invited guests, courtesy of The Library Foundation of Buffalo and Erie County and the B&ECPL's Development Office. Mr. Spiegelman graciously mingled with guests. The entire evening could not have taken place without the hard work of staff in Network Support, Maintenance, Security, the Office of Development and Communication, the Graphics Department and Central Library public services. It was truly an all inclusive Library event.

On May 14, Popular Materials Department Manager, **Meg Cheman** and Librarian, **Britt White** led a focus group for teachers who used the *Maus* curriculum kits with their classes to get feedback and suggestions for future kit development.

On May 21 and May 29, **Meg Cheman** and **Britt White**, with graphic novelist **Jerry Lange**, led two workshops on creating a graphic novel – structure, content and artistic development. Art and English teachers left the workshops with ideas to use with their students as well as information about all the summer Get Graphic! programs. **Britt White** also presented a workshop on graphic novels at WNYLRC on May 28.

**Rare Book Room Doings:** Retired Buffalo and Erie County Public Library Librarian, **Robert North** donated his collection of Buffalo-related post cards to the Rare Book Room. This wonderful collection is a welcome addition to RBR holdings.

In support of Get Graphic, the Rare Book Room produced an exhibit on “Seuss and Szyk: Waging War on the Graphic Front” designed to coincide with Mr. Spiegelman’s visit and responding to world events and attitudes of the 1940s. The display includes political cartoons, magazine covers, books, religious illustration and other media that exemplify the strong political messages of **Theodor Seuss Geisel** (Dr. Seuss) and **Arthur Szyk** achieved with graphic image and art. Many of the works confront Nazi Germany’s crimes against humanity and the need for a Jewish State along with other socio-political issues of their day.

In addition, the Graphics Department mounted a visually electrifying display in the Ring of Knowledge based on the Get Graphic website. A computer in the area is dedicated to that website.

In addition to the Seuss display, on display located in the cases outside of the Grosvenor Room is “Graphic Arts in Record Album Design.” It contains examples of record album art from approximately 1960 to 1986. The cover art exemplifies the fusion of art and music and its use in marketing to a younger, less classical music audience.

Humanities and Social Sciences Manager, **Elaine Barone** gave Library Foundation of Buffalo and Erie County Board Director **Victor Rice**, his wife Corinne and two of their friends from England a tour of the Rare Book Room on May 6th. The overseas visitors, one of whom is a Latin scholar, were particularly impressed with items from the Milestones of Science collection.

Grosvenor Room Librarian, **Amy Vilz** and Sr. Page, **Peter Scheck** provided tours to two groups of first graders. The children were extremely excited to see an “ultra-micro-mini” [the smallest book in the RBR] as well as an illuminated manuscript. The Rare Book Room and its staff will now be part of Children’s Department tours of the Central Library.

**Programs, Programs, Programs:** Literally Speaking, the Central Library lunchtime book discussion group, met on May 20th. A lively discussion of Art Spiegelman's *Maus* was led by Popular Materials Librarians, **Meg Cheman** and **Britt White**. In the month of May, nine (9) classes visited the Children's Room for a total of 232 children. An additional five (5) groups "dropped-in" totaling 28 students.

**Miscellaneous Meetings and Appearances:** Coordinated System Services Administrator, **Carol Batt** participated in the May 14<sup>th</sup> meeting of the Town of Tonawanda Public Library Advisory Board. Children's Room Manager, **Kathy Goodrich** and Business, Science and Technology Librarian, **Kara Stock** attended *Outcome Based Evaluation* May 15<sup>th</sup> and 16<sup>th</sup>. Rare Book Room Librarian, **Amy Pickard** and Grosvenor Room Librarian, **Amy Vilz** participated in a continuing education workshop, *Identification and Care of Photographs* at Syracuse University. Both ladies also attended WNYLRC's workshop presented by NEDCC conservator **Christopher Sokolowski** titled *Oversize Archival Materials and their Preservation*. Ms. Vilz attended the Mid-Atlantic Regional Archives Conference meeting held in Chautauqua from May 1-3 where sessions focused on using primary materials in education and outreach. During the conference, she served as a panel member of the session, *Turning Students into Archivists: Student Perspectives*. E-Branch Librarian, **Hadeen White** attended *The Road to Effective Teaching in Libraries* on May 22 and Library Associate, **Rene Andrzejewski** attended Peggy Sharp's workshop, which focused on how to use new children's literature in programming May 8<sup>th</sup>. Also on May 8<sup>th</sup>, Humanities and Social Sciences Librarian, **Renee Masters** represented the Library at a Disability Technology Fair at the Olmsted Center for the Visually Impaired. Ms. Masters displayed B&ECPL large print materials, disability resource directories and books on disability-related topics as well as promoting Library services to persons with disabilities.

#### Noteworthy News:

- Borrower Services Manger, **Kathy Sweeney** and Borrower Services Library Associate, **Robyn Tuebner** received "over-the top" accolades; including, a bouquet of flowers from one patron and a personal thank you note from the parent of a child whose fines were reduced through the Borrower Review process. The parent, who subsequently submitted payment, stated she promised to "keep her eye on him" with regard to returning library materials on time.
- Stack Department Senior Page, **Bill Fenzel** has been instrumental in developing and implementing procedural changes in the Stack Department that have increased efficiency and are resulting in a 24-48 hour turn-around time to get returned items back on the shelf. The changes include standardizing methods to empty bins, sort trucks of material, shelve and revise items already on the shelf.
- Borrower Services Senior Page, **Anthony Swinnich** has two published articles in the current edition of *Buffalo Rising*.
- In a recent B&ECPL Comment Form submission, a patron suggested giving Popular Materials Librarian, **Andrew Maines** (on her behalf) an "extra long break or bonus check for his sincere kindness and outstanding work." While these suggestions may not be possible, saying thank you and keep up the good work is something that can be done...so, thank you, Andrew and thank you to ALL B&ECPL staff ... keep up the GREAT work.

**Office of the Chief Financial Officer**

**Board Approved System Construction Grant Support Generating Keen Interest:** A number of libraries have inquired about this opportunity indicating the added incentive may have very well made the difference in moving a project forward. Potential projects in development include a major roof replacement; heating and air conditioning replacements; and energy efficient window replacements.

**Pulitzer Prize-winning Author Art Spiegelman's Well Received Presentation Also Allowed the Library To Improve Sound Quality For Future Events:** **Chip Campbell** and **Mark Kross** of the Library's Maintenance Department worked closely with Network Support staff **Johnny Hsu** and **Dennis Lance** to improve sound levels and quality in the area east of the Ring of Knowledge. While this area often contains seating for events at the Ring of Knowledge performance space, it is beyond the boundary of the Library's recently renovated space, hence the ceiling mounted speaker system above the renovated Ring area does not carry sound well into this additional seating area (the ceiling speaker system could not be extended into the non-renovated space as the area above the ceiling in that space contains asbestos). Working together, they were able to configure additional speakers to be mounted on columns to project into this often used seating space. A temporary arrangement to test this approach worked quite well during the Spiegelman event.

Chip also identified and resolved an electrical interference issue that had intermittently degraded sound quality in the auditorium.

**North Park Branch Update:** Maintenance Department Supervisor **Chip Campbell**, Extension Services Administrator **Ann Kling** and CFO **Ken Stone** have been working with the City of Buffalo Public Works Commissioner **Steve Stempniak** and Engineer **David Hornung** to address this issue.

The City and Library are jointly funding an environmental assessment of the facility to present a comprehensive picture of the building and site including the impact current lead paint and related environmental conditions may have on the future operation of the building; a preliminary order of magnitude cost estimate to perform remediation as needed; addressing present site and structural problems and setting forth possible solutions with a concept level cost estimate for solutions.

As any solution is likely to take some months or years to implement, **Ann Kling**, **Chip Campbell** and **Ken Stone** have been pursuing temporary space options. They've visited a number of properties both City-owned and private. A palette of some seven potential sites with vacant space has been provided to City staff for consideration (all private as there were no City properties in good condition and with usable vacant space available in the area). They have emphasized the need to get the staff and public out of the tiny "Lookie Bookie" space and into a real building by the start of the school year if at all possible. This is particularly important as we are unable to offer computer services using Lookie Bookie and the demand for these services will increase significantly when the school year resumes.

Director **Quinn-Carey**, Chairperson **Larry Buck**, and Vice-Chairperson **Becky Pordum** are scheduled to assess the situation with Legislator **Lynn Marinelli** and Mayor **Byron Brown** June 19.

**County Legislature's Management & Finance Committee to Conduct Mid-Year Budget Hearings Next Week:** The Committee will be reviewing year-to-date financial performance and operating results of County Departments and funded agencies. The Library is scheduled to present information to the Committee on Wednesday, July 18 at 10 a.m. in the Legislative Chambers of Old County Hall.

**Library Shipping Activity Continues to Rebound in Concert with Library Use:** Through April, a year-to-date total of 30,868 boxes of library materials/supplies were shipped between facilities, a 16 percent increase over the same period in 2007. This reflects the continuing success of the Library's service restorations resulting in increased demand for the library's resources.

These figures parallel the overall trend of increased use at area libraries as system-wide April circulation was up 4.9% and computer use was up a whopping 43.9%. This increase likely reflects the impact of service restorations providing increased access to the Library's resources at the very time the public need for and use of libraries increases – during difficult economic times.

After the last recession, the American Library Association (ALA) commissioned a study performed by the University of Illinois Library Research Center that found:

*circulation has increased significantly since March 2001, when the National Bureau of Economic Research pegged the beginning of the latest recession. Using statistical analysis, the LRC found that circulation in March 2001 was 8.3 percent higher than would be expected from the trend observed since January 1997. Following the events of September 11, circulation in October 2001 exceeded the trend by 11.3 percent.*

As fuel prices increase, patron's ability to have requested material sent to the Library nearest their home or work will likely add to this demand.

**Archival/Rare Book Secured Environmentally Controlled Storage Project Nearing Completion:** This reconstructed tier space will house and preserve the Library's valuable rare and historically significant materials in a climate-controlled, secure space. Major physical construction is complete and the environmental system is being tested. We expect to be moving into the space over the course of the summer. The project is expected to end up modestly under the up to \$265,000 authorized for the work, which is covered by funds currently available in the Library's private trust accounts and by 2006 and 2007 New York State Library Construction Grants of \$39,755 and \$87,535 respectively.

**Fine Revenue Results for April 2008:** System-wide receipts for 37 libraries in the month totaled \$90,298.83. This compares to a total of \$86,464.87 in 2007, or an increase of \$3,833.96 and 4.43%. Year-to-date receipts totaled \$363,655.72 up \$5,563.00 and 1.55% over the same period in 2007.

The Central Library collected \$17,227.22 in the month, an increase of \$284.74 and 1.66% from 2007. Buffalo Branches collected \$9,541.60, an increase of \$357.29 and 3.89% over the amount



the eight branches collected in that month of 2007. Contracting libraries collected \$58,260.85, a decrease of \$2,074.23 and 3.44% over the amount they collected in that month of 2007.

Additionally, the Library's new E-commerce system brought in revenue of \$5,269.16, more than offsetting the decrease in contracting libraries. Results for May will be available within the next week.

The 2008 original adopted budget of \$977,179 (\$540,179 for contracting libraries, \$437,000 for the Central Library and Buffalo Branches) anticipated a 5% decrease from 2007 reflecting the continued impact of email due date reminder notices and allowing an additional renewal period. Both services improve on-time return rates (in addition to providing better customer service, the due date reminder feature reduces patron wait times for popular titles, ultimately lowering the quantity of individual popular titles that need to be ordered).

Additionally, the budget anticipated a revenue shift from the 37 physical library outlets to the System account with the introduction of E-commerce. The shift from the Central library would be slightly greater as the Central library had previously processed phone credit card charges for other libraries that now can be performed using E-commerce. At this point in the E-commerce venture, the magnitude of shift has been lower than budgeted impacting the SAP revenue account which covers the receipts of the Central Library, E-commerce and Buffalo Branch fine collections with a corresponding offset in Contracting library accounts.

E-commerce provides a convenient way for patrons to pay Library fines and fees online 24/7. Full or partial payments may be made. Patrons may view a list of Library fines and fees by accessing their My Account page using their library card number and PIN.

**Budget Overview Presented to Association of Contracting Library Trustees (ACT) May Meeting:** CFO Stone presented on overview of the County Budget, how it relates to the Library budget, and trends facing both organizations to an attentive audience at the Kenilworth Library. Handouts were also distributed to contracting library Directors for their use.

**2009-2013 Erie County Capital Budget Process to Begin Soon:** Instruction distribution and deadlines are both likely to occur before the July Board of Trustees meeting. A series of options based upon identified needs will be presented for trustee guidance at the June meeting. The County Capital process chiefly applies to the County-owned Central Library building and system-wide initiatives.

**2009 Operating Budget Planning Underway:** The Erie County Budget Office plans to distribute County 2009 budget instructions by mid-July, with completed budget requests due back in mid-August, a very compressed time-frame. CFO Stone will be issuing internal budget instructions shortly.

In building the Library's 2009 budget requests, staff will:

- Assume the level of System-funded support, including 2008 restorations, will continue at the 2008 level; and

- Develop for consideration additional restoration proposals that cost-effectively strengthen and improve library services. Clearly articulating new service restoration requests, including persuasive, result-based justifications for each request, will be absolutely essential. All requests will include a narrative describing what would be restored (e.g. add evening/weekend open hours and related staff work-hours) and how the resulting service improvement would benefit a library's community/taxpayers.

### Report of the Chief Information Officer

**Gates Online Opportunity Grant Application Officially Approved and Phase I Check Received:** The Buffalo and Erie County Public Library Gates Online Opportunity Grant Application was approved and on May 16, a check for \$89,700 was received for Phase I of the grant.

It is now necessary to request approval from the Erie County Fiscal Stability Authority (Control Board) to accept the grant and for the first order for approximately 175 new computer workstations to be purchased with grant funds. The request will be presented at the next meeting, which is "To Be Announced."

All libraries receiving grant funds are required to participate in advocacy training, which was developed by the Public Library Association (PLA) with funding from the Bill and Melinda Gates Foundation. Many of our staff members attended a formal version of the class in April. For those who missed the class and others who are interested in this valuable training, the class, called "Turning the Page: Building Your Library Community," is now available online. On June 11, 2008, **Mary Jean Jakubowski** and I met with ten town library directors and trustees in the Central Library Training Lab to take the 1st course, "Getting Started."

In attendance were:

- Art Aigner, Trustee, Elma Public Library
- Lee Ainsworth-Mahaney, Director, Aurora Town Public Library
- Christine Bazan, Manager, Anna M. Reinstein Memorial Branch Library
- Deborah Carr-Hoagland, Library Board President, Aurora Town Public Library
- Lynn Konovitz, Director, Grand Island Memorial Library
- Karen Korpanty, Director, Elma Public Library
- Peter Kosanovich, Trustee, West Seneca Public Library
- Joyce Maguda, Director, Eden Library
- Linda Rizzo, Director, Clarence Public Library
- Kate Weeks, Director, Town of Tonawanda Public Library

The group plans to take four additional online course electives in the coming week individually and will meet again on June 18 to take the final course, "What's Next," and to discuss the lessons learned and how they can be used at the Buffalo and Erie County Public Library.

**Obsolete Public Access Computers Replaced:** Previously, it was reported that an order of 180 new computers was made to replace obsolete public access computers at all libraries that have not, or will not, receive funding from the Bill and Melinda Gates Foundation. All have now

been deployed with the final 24 being installed this month as follows:

- Elma - 10
- East Aurora - 14

**Support Provided for Art Spiegelman Presentation:** The Network Support team, led by **Johnny Hsu**, worked very hard, in a support role, to provide any technical assistance that was required to make the presentation by Art Spiegelman on May 22 a success. Assisting Johnny were **Dennis Lance, Roseann Hausrath, Dave Kozlowski, Michael Jason and Elijah Terrell**.

For the first time at the Buffalo and Erie County Public Library, a "simulcast" of the presentation, entitled, "Comix 101," being made by Mr. Spiegelman in the Mason Damon Auditorium, was shown in three additional areas of the Central Library, including the Ring of Knowledge, West Room and Central Meeting Room.

The simulcast was created using the Accordent Capture Station, new equipment purchased by the B&ECPLS to allow the Library to not only produce simulcasts but to create both webcasts and podcasts for the website. This award-winning product is used by more than 150 of the Fortune 500 companies as well as many government and educational institutions for creating dynamic and engaging corporate communications, training and educational programs. It worked almost flawlessly "out-of-the-box" with very little training. The equipment will be a valuable asset to our organization in the future.

**Tracy Palicki** and **Dolly Lach**, of the Business Office, provided invaluable assistance by obtaining the equipment very quickly for use by the project team.

**Mary Jean Jakubowski** coordinated the complete team of library personnel who worked making Mr. Spiegelman's presentation a milestone in the history of the Buffalo and Erie County Public Library. It was a sincere pleasure to work with her and all who contributed to the success of the project, including all members of **Peggy Skotnicki's** Central Library team, **Chip Campbell** and the maintenance staff, **Stanton Hudson, Paula Sandy** and the Community Relations group and **Mike Miechowski** and his security experts. We all learned a great deal and I feel we will be ready for the next special event, on July 9, when Gene Yang presents a talk, as part of the "Get Graphic" grant.

**Server Upgrades Being Made for New e-Mail System:** In preparation for a new e-Mail system for B&ECPLS staff, **Toni Naumovski** has upgraded several critical servers, which will form the infrastructure for the new system. Mr. Naumovski has also performed a great deal of research on the best practices associated with the implementation of Microsoft Exchange to ensure that the Library is positioned to take advantage of all its benefits.

**Sirsi Clean-up Begun:** The Sirsi Unicorn system was implemented at the Buffalo and Erie County Public Library in November 2004, just as the major budget problems began in Erie County. By the end of the next tumultuous year, 15 libraries had been closed, mobile libraries were taken off the road and staffs were slashed. There was very little time to establish procedures to routinely remove discarded material and expired patrons let alone delete entire libraries.

A “clean-up” effort has now begun. At **Carol Batt’s** request, **Roseann Hausrath** has set up special nightly jobs to remove discarded material from all open libraries (N.B. Sirsi will not remove any items that have outstanding fines). So far, over 61,000 items have been removed from the database resulting in a streamlined system.

In addition, several meetings have been held with **Kim Granquist Battles**, Sirsi consultant, to discuss the removal of the 15 closed libraries. Sirsi actually has an established and documented process for this activity and Kim provided us with it. We requested several modifications and she is now in the process of creating a formal proposal for the B&ECPLS. Once it is reviewed and approved, we will work with Kim to schedule the work during the summer when libraries are closed on Sundays and computer time is available. The need for the Sirsi consulting to completely remove the closed libraries was identified in 2005 and the work is already encumbered with an order placed in late 2005.

**New Notice Created to Warn Patrons of Library Card Expiration:** Patrons who have selected “e-mail” as their preference for library notices will now receive a notice approximately 28 days before their library card expires. The notice also explains the procedures to have a card renewed and the advantages of visiting the library as soon as possible.

The notice should be valuable to patrons who regularly use the library and will also serve as an outreach to those who may not have been to the library for awhile.

**Sue LoPatriello**, eBranch librarian, suggested to **Carol Batt** and me that a similar enhancement be implemented using the “Tell-Us” process. While we could not do exactly as she requested with the Sirsi system, the new notice should provide the same benefits to our patrons. We appreciate Sue’s pro-active work on the behalf of the patrons we serve.

### Report of the Human Resources Director

#### Meetings:

- Quarterly New Employees’ Meet and Greet (May 6)
- Secretary to the Director Interviews (May 13)
- Directors/Branch Managers Meeting (May 14)
- Central Inter-Departmental Security Committee meeting with Administrators, Security Department and Central Subject Department Managers (May 28)
- Association of Contracting Library Trustees (ACT) Meeting, Kenilworth Library (May 31)

**Quarterly Meet and Greet Sessions Begin:** Approximately 25 “new” staff (employed with the Library less than 18 months) attended a **Meet and Greet** session hosted by Director **Bridget Quinn-Carey** and members of the Library’s Administrative team on May 6. Each quarterly session is designed to offer a warm, informal introduction to the Library System. While sharing coffee and homemade treats, employees received a welcome from Director **Quinn-Carey**, shared their names and work locations and met System administrators who presented a brief overview of their areas of responsibility. New members of B&ECPL’s three bargaining units also met their respective representatives: **Darlene Napora** (Civil Service Employees

Association), **Michael Altieri** (American Federation of State, County and Municipal Employees) and **Thomas Morrissey** (Librarians Association).

**Maria Borowiak Chosen as New Secretary to the Director:** **Maria Borowiak**, most recently Administrative Clerk to Chief Operating Officer **Kenneth Stone**, was selected to fill the position of Secretary to the Director beginning June 2. Ms. Borowiak, who has almost 19 years' experience with the Library, looks forward to working with B&ECPL Trustees and Director **Quinn-Carey**, assisting them in achieving the Library's goals. She succeeds **Janice McCloskey**, who retired May 30.

**TO:** Bridget Quinn-Carey, Director  
Buffalo & Erie County Public Library

**FROM:** Stanton H. Hudson, Jr., APR, Fellow PRSA  
Deputy Director & Chief Development and Communications Officer

**SUBJECT:** Monthly Report – May 1-May 31, 2008  
Development & Communications Office

**DATE:** June 11, 2008

### **OVERVIEW**

Activities centered on:

- 2007 annual fund appeal returns, tracking and analysis
- Art Spiegelman presentation and reception
- Follow-up meetings on potential new grant proposals

### **SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS**

#### **Development**

- Oversaw all major aspects related to the “friend-raiser” reception held in conjunction with the visit of Pulitzer Prize-winning author Art Spiegelman on May 22 at the Central Library
- Meetings with the Director and representatives of the Library Foundation resulted in approval of four project requests to be funded (i.e., Summer Reading Program/Battle of the Books, assessment/conservation of items contained in the Milestones of Science Collection, two “Meet the Author at Lunchtime” programs to be held in partnership with WBFO-FM 88.7 at the Central Library, and underwriting for the Art Spiegelman reception)
- The Director, Trustee Chair Buck, and I met with Gordon Gross, in his capacities with the Community Foundation for Greater Buffalo, to explore the possibility of a major funding initiative that puts the B&ECPL in a more prominent leadership role to address the community's literacy needs
- With the Director, met with Good Schools for All Executive Director Helene Kramer to discuss ways in which the expansion of the Read to Succeed Buffalo literacy pilot project currently underway at the Library's East Delavan branch could take place (discussion related to the Gordon Gross discussions and a Josephine Goodyear grant proposal submitted by Good Schools for All seeking funding, in part, for the East Delevan project)
- Attended the National Council of Foundations Summit in Washington, D.C. May 4-7

- Attended Oishei Foundation's community presentation on its new strategic directions as a major Buffalo-area funder
- Continued discussions with the Buffalo Museum of Science (BMS) regarding the "Branched Out" initiative, an outgrowth of our "Cool Science" programming collaborative-an opportunity exists for development of a joint grant to be submitted to BlueCross/BlueShield of Western New York
- Monitored returns of Annual Fund on a daily basis-analyzed Annual Fund returns on a weekly basis
- Monitored sales from Novel Ideas on a weekly basis-produced monthly report
- Began to investigate alternate ways in which to operate Novel Ideas, given several factors, including current labor costs
- Continued discussions with the management of Fables Café to create a partnership that will permit the Library to rent additional spaces in the Central facility for various functions (i.e., non-profit benefits, business organizations, etc.), with Fables as the exclusive caterer for all such events
- Held follow-up meetings with representatives of Nichols School to develop a joint *Save Our History* grant proposal (\$10,000), focusing on the Milestones of Science collection and the back story behind its assemblage in Buffalo
- Purchased necessary equipment/materials to allow digital photographer to begin digitization of various images from the Special Collections identified as having product development potential
- Attended reception of the New York State Council for the Humanities-learned of various grant opportunities specifically geared to libraries

### **Community Contacts**

- Continuing meetings with representatives of WBFO-FM on expansion of the station's *Meet the Author* series to be held at the Central Library-the partnership will involve 3-4 author visits at the Central Library at noontime in the Fables Café area
- Plans for siting of a StoryCorps Mobile Booth adjacent to the Central Library for a six week period in July/August 2008 continues (*StoryCorps* is a program to inspire Americans to record one another's stories in sound)
- Attended the groundbreaking ceremonies of the Theodore Roosevelt Inaugural National Historic Site carriage house project, the culmination of a successful \$2.2 million capital fundraising campaign
- Through Trustee Connors, the Director and I met with Irish publisher/illustrator Michael McKernon of Shanway Press-Mr. McKernon was given a tour of the Rare Book and the Mark Twain Rooms
- Attended the Buffalo Society of Artists annual spring meeting
- Attended the Community Foundation's organizational meeting related to its "Go Green" initiative
- Served as liaison in follow-up to connecting libraries throughout the System with the UB Regional Institute-at least seven libraries have agreed to serve as venues for facilitated community dialogues on the future of health care in WNY-initiative developers include the Oishei Foundation, the Community Health Foundation
- Attended Graycliff Conservancy board meeting

### **Programming/Public Relations/Marketing**

- The Development & Communications Office staff played a key and essential role in all major aspects of the Art Spiegelman visit-the staff was involved significantly in logistics (registration and ticketing, signage, etc); simulcasting throughout the building

(researching and ordering of equipment, assisting in coordination of the various required technologies); and marketing (media relations; collateral materials [including posters and brochures], major *Get Graphics* display, and our website. Everyone went above and beyond the "call of duty" to make the event a tremendous success.

- Met with David Buck, President of Crowley Webb & Associates, a leading area marketing communications firm, to discuss potential ways in which his agency and the B&ECPL System might work together in the future (related initially to a prospective grant proposal to highlight a number of the Library's databases)
- Continued discussions with representatives of the Museum of Science on how the *Milestones of Science* will be integrated into plans by the Library and the BMS and other organizations to celebrate the International Year of Astronomy, the 400<sup>th</sup> anniversary of Galileo's invention of the telescope, and Charles Darwin's birth and publishing of *Origin of Species* anniversaries
- *Cool Science* has been introduced into all city library branches during the April-June 2008 quarter-July/August programming will tie in with the Library's Summer Reading Program theme, *Catch the Reading Bug*
- A possible *Wine Down Fridays* series of jazz concerts to be held on the Central Library's front ramp during July and August (6 weeks) is currently being explored-the joint venture between the Library and Fables Café will serve to generate a profit as well as be a conduit for developing future relationships with younger downtown professionals

#### **B&ECPL Meetings**

- Attended/participated in B&ECPL Senior Management meetings
- Attended/participated in B&ECPL Administrative Team meetings
- Attended/participated in B&ECPL Board of Trustees meeting
- Attended/participated in B&ECPL Directors & Managers meeting
- Attended/participated in B&ECPL Role of the Central Library meeting

#### **City Branch and Community Connections Activity Reports - June 2008**

##### **Crane - Librarian Peter Lisker, Manager**

Nancy Smith's Preschool Programs delighted 76 children and 51 caregivers at the 4 programs this month.

On Saturday, May 10, **Paul Pasquarello** presented a program about 3-D Photography to an audience of 20.

Eight members of the Crane Branch Book Club met on May 15 to discuss *Painted Veil* by Somerset Maugham.

The Mezzanine Bookstore continues to be a popular Elmwood Avenue destination with about \$400 in profits realized this month.

**Dudley – Librarian Dorinda Hayes, Manager**

The Preschool Storytime for ages 3-5 was presented by **Wanda Collins** from the Children's Department on May 5<sup>th</sup>, May 12<sup>th</sup> and May 19<sup>th</sup> with the themes Frogs, Pets, and Fish. Children enjoyed stories, videos and crafts. There were a total of 37 in attendance.

On May 6<sup>th</sup> and May 20<sup>th</sup>, **Mary Ann Budny** from the Children's Department presented the *Afterschool Fabulous Fun* for ages 6-12 with the themes Play Doh, Fun and Games and FOOD-A-LICIOUS Bingo respectively. Children enjoyed stories, crafts, games and received prizes. There were a total of 16 in attendance.

Teens had fun playing Guitar Hero, Wii, and Dance Dance Revolution on May 1<sup>st</sup>, May 8<sup>th</sup>, May 15<sup>th</sup>, May 22<sup>nd</sup> and May 29<sup>th</sup> during Teen Gaming Night with a total of 23 in attendance. The Wii and Dance Dance Revolution games were borrowed from the Central Library's Popular Materials Department.

**Dorinda Hayes** taught the Library Catalog and Databases computer class for adults on May 19<sup>th</sup> with a total of 4 in attendance. Participants enjoyed learning how to use the Library's Online Catalog and had fun exploring the various databases.

On May 15<sup>th</sup>, **Dorinda Hayes** participated in the First Annual Family Fluency and Computer Night at the Southside Elementary School #93. Children in grades 4-6 visited tables set up by teachers and others in the community with activities such as Poetry, Readers Theatre, Library Trivia, etc. Dorinda handed out library trivia questions that children answered. Participants received bookmarks, books and other prizes. Library program flyers were distributed to the parents. There were 150 in attendance.

On May 28<sup>th</sup>, **Dorinda Hayes** taught a computer class at the Frank E. Merriweather, Jr. Branch Library to 5 families with a total of 12 in attendance. The City of Buffalo and the One Economy Corporation partnered to give free computers to families as well as computer training. Dorinda taught Computer Basics, Microsoft Word and the Internet including Online Safety. Participants enjoyed the hands-on exercises and had favorable comments.

**East Clinton – Librarian Patricia Foley, Manager**

Circulation continues to rise. This month East Clinton experienced a 61% increase.

We received 6 new computers at the end of last month, replacing numerous PC's. It is always nice to have faster machines.

Ladies Craft Night began using the meeting room for their monthly meetings.

The Four Seasons Book Discussion group met for its first time on May 19<sup>th</sup>. **Joan, Jackie** and Branch Manager, **Patti Foley**, discussed *Snow Flower and the Secret Fan* by Lisa See. Participants drank tea, ate cream puffs, and talked about the story, China, foot binding and friendship. It was great fun. Hopefully a few more will attend our next meeting in August.



Librarian **Matt Kochan** started up Teen Game Night again. He will be conducting this teen event on Wednesday evenings from now on. Everyone loves Guitar Hero, but Matt will also be reserving some other games and systems for variety throughout the summer.

With the nice weather comes the street hockey players. The same group as last year continues to set up in front of the library. Neighbors are furious and patrons are unhappy when the boys refuse to move out of the way of cars. Asking them to move only gets nasty responses. Although unproven by Library Staff, we believe these same boys are responsible for the graffiti, spit on front doors, super glue on windows, and other unpleasant incidents our caretaker faces many mornings.

Along with the 13 volume set of New York Consolidated Laws, Senator **Stachowski** this year sent the branch a 'READ' poster. This READ poster, created by NYLA, features Senator **Stachowski** himself.

#### **East Delavan - Librarian Jamie Smith, Manager**

Circulation at the East Delavan Branch continues to rise. There has been close to a 37% increase over last year. The restoration of hours has played a part in the increase; however, improvements to the collection and the programs being offered have also helped.

May was a busy month. Line dancing classes began on Thursdays from 5:30-7:30 and swing dancing classes began on Saturdays from 10-12.

#### **Merriweather - Librarian Sandra Williams Bush, Manager**

On May 7<sup>th</sup>, Branch Manager **Sandra Williams Bush** attended WNYLRC's Documentary Heritage Program meeting. Sandra has been appointed Chair of the Committee.

On May 19<sup>th</sup>, **Sandra Williams Bush**, Director **Quinn-Carey**, and Chief Operating Officer **Mary Jean Jakubowski** met with **Peggy Bertram** and **Barbara Nevergold** regarding a collaboration between B&ECPL and the Uncrowned Community Builders. Drs. **Bertram** and **Nevergold** have proposed to have a kiosk at Merriweather which will be linked to the Smithsonian's National Museum of African American History & Culture.

"Marketing Me: Being at the Table...Not On It" - a Construction Connections: Technical Series sponsored by LP Ciminelli was held in the auditorium on May 28<sup>th</sup>. **Michael E. McCarley, Sr.**, Director of Small Business Education Institute, provided a presentation for the entrepreneur on tools to assist in obtaining more contracts.

"Cool Science" programs held throughout the month attracted the maximum capacity for 3 out of 4 sessions - 42 children attended.

**Niagara – Librarian Brian Hoth, Manager**

Three classes from School 3 (74 students), 1 ESL class from Erie One Boces (30 students) and 2 Grover Cleveland High School ESL Classes (24 students) visited the Niagara Branch this month. The branch was also visited twice by groups from People Incorporated (12 students) and once from Buffalo Prep (11 students) and Catholic Charities (9 students).

On May 14, Branch Manager **Brian Hoth** was a participant at School 19's Family Night. Brian discussed library programs and distributed informational materials and library card applications to those in attendance.

Thirty-four children and their caregivers attended 4 preschool story times this month.

The Niagara Branch hosted 3 sessions of the Museum of Science's Cool Science Series this month. They were attended by 21 children.

Fourteen children attended 2 after school programs presented by **Mary Ann Budny** of the Children's Room.

**North Park – Librarian Dale Schmid, Manager**

On May 22, North Park Branch Manager **Dale Schmid** visited 4 classrooms at the Delaware Avenue CAO Early Head Start. She entertained the children with interactive stories and puppets.

North Park patrons have been supportive of staff efforts to maintain library service on the Lookie Bookie. Patrons eagerly await a decision about future service in the North Park neighborhood.

**Riverside – Librarian Glenn Luba, Manager**

On May 8, **Alicia Paolucci** entertained 7 children and 2 adults with her Make-a-Fossil program. Young fossil experts **Nan Zhou**, **Ying Weng**, and **Selena Fuentes** were awarded prizes donated by the Friends of the Riverside Library.

On May 17, **Deon Thedford** (D-Nice) and **Emanuel Bullock** (Stackz), members of the Rap group Guap Boyz, started off our Freestyle Saturday series by performing some of their songs and discussing the steps in making a CD. Topics discussed were studio time/costs, creating mixes, copyrights, how a good background in English helps in creative songwriting, marketing and the time/effort needed to get all the details worked out. A total of 27 people attended the show.

Preschool story times were attended by 49 children and caregivers this month.

On May 24, 7 children and their parents participated in the Masonic Child ID Program. Many thanks to Niagara Branch Manager **Brian Hoth** for coordinating this endeavor.

**Mary Ann Budny** of the Children's Room had 23 participants at 3 after school programs.

**Community Connections: Correctional Facility and Holding Center and Home - Librarian  
Monica Mooney, Manager**

During the month of May circulation figures were up at the Correctional Facility by 14.4% and were down at the Home Library (-1.7%) and the Holding Center (-8.1%). There has been an increase of library usage in general at the Correctional Facility over the past several months, though the population count has remained relatively stable at the facility.

On May 15th, **Rich Pirie** from Shipping delivered 8 boxes of young adult books to the Erie County Detention Center.

At the Holding Center, **Steve Sunshine** and Librarian **Monica Mooney** spent 3 days training Library Associate **Wendy Prabucki**. Wendy will now be able to fill in at the Holding Center when Steven and Monica are unavailable.

**Steve Sunshine** and **Stephen Carson** assisted **Monica Mooney** in preparing the distribution of *Connections: A Guide to Transitional Services in Erie County*. Because of the high demand for the booklet and the high cost of mailing it, the way the publication is distributed has been changed. Copies for state facilities are being distributed through the State Correctional Facility Libraries Offices in Albany. The document will also soon be up on the B&ECPL web site for downloading.

At the Home Library, the Walking Club started up again (it had been discontinued briefly). **Bonnie** from Activities brings about 15 residents on Tuesday mornings to watch old TV shows and peruse books and magazines (some check out materials).

The Wii Gaming Event on Fridays is starting to catch on with residents. The time was changed from morning to afternoon (just prior to the movie showing). The residents enjoy watching staff demonstrate the games. We are encouraging residents who are able to participate in the games.

Another avenue of outreach that **Monica Mooney** has wanted to try has been reaching out to teens at risk. Monica has been in contact with **Jean Szary** from Hopevale about bringing a group of young adults from Hopevale to one or more of our libraries this summer to participate in a program(s). **Andrew Maines** and **Monica Mooney** have met and discussed several programs and we will be visiting Hopevale in June to make a presentation to Jean and her staff about B&ECPL's services and programs available to teens.

The Annual Authentication Meeting with the State Department of Correctional Services took place on May 16. B&ECPL will continue to service Wende, Gowanda and Collins Correctional Facilities as we have in past years including ordering, ILL's through the Central Library, reference services and training opportunities. **Mary Jean Perlmutter** is the new Supervising Librarian for the Department of Correctional Services. She took over for **Jean Botta**, who retired earlier this year.

**Cluster Manager Activities – West Cluster Coordinator Patricia Covley/East Cluster Coordinator, Claudia Yates**

On May 14, West Cluster Coordinator **Patricia Covley** attended Library Card Registration Night at the Father Belle Center.

**Patricia Covley** attended a meeting of the Riverside Business Association on May 20.

On May 27, **Patricia Covley** presented an introductory computer class for 2 families who are receiving computers through a City of Buffalo initiative.

**Contracting Library  
Activity Reports – June 2008**

**Elma Public Library** – submitted by Karen Korpanty, Library Director

Plans for the Elma Public Library in 2008 include several interior improvements. In February, the library closed for a week to replace 25-year-old carpet and move shelving to create a larger browsing area for new books and tables. By early May the Graphics Department had produced all new library signage to complement the new carpet colors. The purchase of new lounge furniture and study tables will complete the adult re-do. An exciting, more extensive re-design of the children's area, incorporating a castle theme, is also in the works. On June 11, with New York State Library Construction Grant funding, ten ceiling fans were installed throughout the main library and in the meeting room to promote more energy-efficient heating and cooling in these areas of very high ceilings.

In April and May a series of two-hour hands-on Cyber Train computer classes taught by Librarian **Ann Laubacker** proved to be so popular that six additional workshops are planned for July and August.

On May 14, a very informative "Internet Safety for Parents" class was presented by **Patrick Arone**, I-Safe certified trainer and Trooper **DePlato**, Iroquois School Resource Officer.

Children's Book Week (May 11-17) was celebrated with the assistance of the Friends of the Elma Public Library. The Friends sponsored a bookmark design contest for children, with the winning bookmarks to be distributed in the library to promote the Friends Annual Book Sale in September. The highlight of the week was a program, funded by the Friends, featuring Storyteller **Ann Marie Jason**.

Coordinated by Senior Library Clerk, **Danielle Dole**, Gaming Nights are being offered the second Friday of the month for youth ages 10-18. Guitar Hero II was popular on May 9 and Wii will be featured on June 13.

The Elma Battle of the Books teams, coached by Youth Services Librarian **Kathy Kimble**, had their first meeting on May 21 and are busy reading and preparing for the August competition. They are especially eager to oppose the neighboring Marilla champions.

On the morning of May 21, Library Trustees, Director, Town Supervisor **Michael P. Nolan** and Erie County Legislator **Kathy Konst** welcomed **Bridget Quinn-Carey** to Elma for a tour and discussion of present and future library concerns.

Local authors, **Andrew Bienkowski** and **Mary Akers**, will visit the library on June 23rd to present stories from their book, *Radical Gratitude and Other Life Lessons Learned in Siberia*. A book signing and refreshments served by the Friends will follow.

June 24 marks the official beginning of summer at the Elma Public Library when registration opens for reading programs and special events. Librarian **Kathy Kimble** hopes to exceed the 2007 participation in Vacation Reading Club when 330 registered children read 3,375 hours, earning stickers and prizes each library visit. Weekly programs of Vacation Fun Club (grades 1-3) and Preschool Story Time (ages 3 ½ - 5 ½) are also scheduled. A three-day Cyber Camp will be offered in both July and August for grades 4-6. Other special events to be held under a big tent on the lawn will feature Beaver Meadow, Buffalo Zoomobile, Mike Randall's "Buggy for Books" and Mr. Beau the Clown at the final party.

Besides collecting and sorting books for the September Book Sale, the Friends of the Elma Library are busy all summer selling root beer floats and home baked cookies at all Elma Town Summer Concerts in the Park. Proceeds sponsor Battle of the Books and other children's programs.

**Lackawanna Public Library** - submitted by Jennifer Hoffman, Library Director

Summer Time at the Lackawanna Library

There are many children's programs at the Lackawanna Public Library in June, July and August. The Zoomobile will be here June 28 to teach us about bugs. Two Toddler Time sessions begin June 24 and June 26 and run to August 5 and August 7. There are arts & crafts programs for children ages 4-10. There is a Reading Club for grades 2-5. There are two dance classes, one for 3-6 year olds and one for 7-12 year olds. Mike Randall's Buggy for Books program will be here July 18. Lackawanna has two teams participating in the Battle of the Books. There is a party for all August 7 with the Magic of Mr. J. There is one adult program on July 10 called Slow Medicine from Hospice Buffalo.

Agenda Item G - Public Comment. No public comment.

Agenda Item H - Unfinished Business. No unfinished business.

Agenda Item I - New Business.

Agenda Item I.1 - Professional Services Contract Execution. Amend 2004-30. Resolution 2008-28 would raise the limit for the Director to sign professional services contracts within the budgetary authority from \$10,000 to \$20,000. Mr. Stone explained the North Park situation brought up the point that sometimes you need to move quickly on things and fortunately we were able to deal with a \$15,000 contract by contracting

with the City of Buffalo for \$7,500 and they picked up the other half. On motion by Ms. Pordum and a second by Ms. Horton, approval was unanimous.

RESOLUTION 2008-28

WHEREAS, the Library periodically needs to contract for professional services, including speaker fees for library sponsored programs and professional services in specialized areas that are not within the normal job functions of library staff, and

WHEREAS, Article VII, section 1 of the Bylaws of the Buffalo and Erie County Public Library provides that "The [Library] Director shall be the administrative, executive, and fiscal officer of the Library and subject to the supervision and control of the Board of Trustees, have general control and direction of the employees, business affairs and administration of the Library," and

WHEREAS, on July 15, 2004 the Board of Trustees of the Buffalo and Erie County adopted Resolution 2004-30 clarifying that these duties include the review and execution of contracts for professional services whose expected cost is below \$10,000 per year, subject to funding being available within the current adopted budget for said year, as a duty of the Library Director, and

WHEREAS, recent experience has pointed to the need to adjust the dollar limit, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to enter into agreements as needed for professional services subject to the limitation that any agreement's expected cost does not exceed \$20,000 per year and funding for said agreement is available within the current adopted budget for said year.

Agenda Item I.2 – Authorize Recycling Fundraiser Programs at Buffalo Libraries. Mr. Stone introduced a resolution that would authorize the Buffalo branch libraries to participate in recycling fundraiser programs. He noted there are bins all over the County and the Amherst Public Library has been participating for over a year bringing in \$1,000 to benefit the library. It also encourages local neighbors to contribute. Mr. Stone explained that we would only put the units in libraries that have sufficient space to accommodate them and there have been no problems in terms of cleanliness. On motion by Ms. Panty and a second by Ms. Summer, approval was unanimous.

RESOLUTION 2008-29

WHEREAS, the Library seeks to foster environmentally friendly practices in library operations, and

WHEREAS, members of the Library's Green Team have suggested participating in area recycling fundraising programs, and

WHEREAS, such programs include placing recycling containers in a Library's parking area or similar location, allowing area neighbors to deposit recyclables with a share of the proceeds provided to the participating organization, and

WHEREAS, such programs benefit the environment and can provide funding support for area libraries, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library have the authority to authorize participation in such programs by B&ECPL libraries located in the City of Buffalo, and

WHEREAS, this opportunity is viewed as a win-win, for the environment and library operations, while generating a modest amount of revenue to the library, now, therefore, be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Library Director or her designee to approve participating in recycling fundraiser programs at Buffalo library locations.

Agenda Item I.3 – *Meet the Author* Contract and Use of Private Funds. Deputy Director Stone stated this resolution would authorize the Director to execute this contract and, through use of our private funds, sponsor the WBFO *Meet the Author* series at the Central Library. On motion by Ms. Horton and a second by Ms. Thomas, approval was unanimous.

#### RESOLUTION 2008-30

WHEREAS, the Buffalo & Erie County Public Library has made a commitment in its plan of service to affirm the Central Library's role as a unique downtown destination, and

WHEREAS, special events programming is an integral part of the strategy to accomplish this objective, and

WHEREAS, the Library's Development Office has actively worked to support this mission exploring collaborative opportunities to offer additional programs that promote the Library as a place of enlightenment, and

WHEREAS, these efforts have resulted in an exciting collaborative opportunity to bring WBFO's renowned "*Meet the Author*" series to a new time and place: the lunch hour at the Central Library, and

WHEREAS, this collaboration is proposed as a pilot project consisting of 4 live lunch-time "*Meet the Author*" broadcasts originating from the Central Library's Fables Café area, scheduled between July 5th and December 31st of this year and featuring authors mutually selected by WBFO and the Library, and

WHEREAS, WBFO would promote these events on-air and provide the B&ECPL additional underwriting credits during this period, and

WHEREAS, the cost to offer these programs is \$3,000 per event and this expense would be an appropriate use of the Library's private funds, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director or her designee to enter into an agreement with WBFO to undertake this series, at a cost of \$3,000 per event for a total of 4 events, and be it further

RESOLVED, that the Board authorizes the use of the Library's private trust funds to fund this agreement.

There being no further business, on a motion by Ms. Panty with a second by Ms. Horton, the meeting adjourned at approximately 4:58 p.m.

Respectfully submitted,

Frank Gist  
Secretary