

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
October 23, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, October 23, 2008, in the Julia Boyer Reinstein Library pursuant to due notice to trustees. The following members were present:

W. Lawrence Buck, Chair  
Rebecca L. Pordum, Vice Chair  
Frank Gist, Secretary  
Richard L. Berger  
Jack Connors  
Annette A. Juncewicz  
Elaine M. Panty  
Judith K. Summer  
Sharon A. Thomas

Excused:

Sheldon M. Berlow, Treasurer  
Phyllis A. Horton  
Anne M. Leary  
Hormoz Mansouri  
Mario Rossetti  
Wayne Wisbaum

Chair W. Lawrence Buck called the meeting to order at 4:13 p.m. in the Julia Boyer Reinstein meeting room.

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

Agenda Item C – Minutes of the Meeting of September 18, 2008. Minutes were approved unanimously, as mailed, upon motion by Ms. Juncewicz and a second by Ms. Panty.

Agenda Item D – Report of the Chair. Chair W. Lawrence Buck invited Cheektowaga Public Library Board of Trustees Chair, Phyllis O'Donnell, to say a few words.

Ms. O'Donnell welcomed everyone to their library and invited them to take a tour at the conclusion of the meeting. Mr. Buck remarked there would be some tough decisions to be made regarding the budget, but feels we will get through it.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Pordum reported the Executive Committee met on October 16<sup>th</sup> and Trustees Pordum, Horton, Berger, Thomas, Summer and Panty as well as Deputy Directors Hudson, Jakubowski, Stone and Director Quinn-Carey were present. Agenda items and proposed resolutions for the upcoming Board meeting were reviewed. In addition, two guests, Legislative Chairperson Lynn Marinelli and Buffalo Common Council Member Michael LoCurto were present. Ms. Pordum called the meeting to order at 4:05 p.m. in Mr. Buck's absence. Discussions focused on the North Park Library, North Park community and library service to that area. Ms. Pordum reported that Ms. Marinelli spoke on this matter, stating she is a willing partner and it is a top priority for her. She recommended forming a task force and is looking for a liaison from the Board and a representative from the Common Council in addition to Mr. Buck and whoever else he deems fit. Mr. LoCurto also shared his sentiments that the North Buffalo area needs representation and he is willing to serve on the task force. The Executive Committee asked Director Quinn-Carey to draft a letter to the Mayor requesting he meet as soon as possible with the task force. We have not heard from the Mayor or his office at this time, but hope to hear from them soon.

The 2009 Budget was discussed as it was released the day before. Ms. Pordum stated Ms. Marinelli voiced she was disappointed to see a reduction in library assistance. She and her colleagues at the Legislature were still reviewing the proposed budget. The Executive Committee directed the Library Director to prepare recommendations regarding managing the funding reduction and to present the recommendation to the Budget and Finance Committee for approval before the Library's legislative budget hearing later in the month.

The Executive Committee meeting adjourned at 6:00 p.m.

Trustee Connors asked if the City was dismissing all the time spent by the Library with the City obtaining information on space for replacement of North Park and whether they were starting from scratch. Both Director Quinn-Carey and Chair Buck pointed out we are waiting to hear and it is difficult to find anyone willing to speak about it at the City. Evidently, they are not even communicating with the management company. Ms. Quinn-Carey hopes that by appointing a liaison and forming this task force, we can meet again with the Mayor and get back on schedule, finding a good solution for all.

Trustee Panty suggested perhaps we should have each Board member take a turn calling the Mayor imploring that this be taken care of. Trustee Pordum feels it is important to have citizens from that area call.

Mr. Connors questioned if a press release can be put together and sent out stating at our Executive Committee it was suggested that a task force be formed with detail about what we have been doing for the last eight months to get this resolved and that we are waiting on the City.

Trustee Berger arrived at 4:25 p.m.

Ms. Quinn-Carey shared we recently found out a former librarian from the B&ECPL was asked by some of the neighborhood groups to help organize themselves and she feels we now have a good neighborhood group contact person.

Agenda E.2 – Budget and Finance. Trustee Berger asked Deputy Director Kenneth Stone to introduce budget and finance matters.

Agenda E.2.a – Amend 2008 Budget: State Member Aid Kenilworth and East Aurora Libraries. Mr. Stone stated Resolution 2008-47 accepts State Member Aid of \$8,000 sponsored by Senator Rath for the Kenilworth Library and \$10,000 by Senator Volker for the East Aurora Public Library. On motion by Ms. Panty and a second by Ms. Pordum, approval was unanimous.

#### RESOLUTION 2008-47

WHEREAS, the Library has received notification from the State Department of Education that two grants-in-aid totaling \$18,000 have been apportioned to B&ECPL Libraries, and

WHEREAS, these member aid items were sponsored by New York State Senator Mary Lou Rath to provide \$8,000 to benefit the Kenilworth Library and New York State Senator Dale Volker to provide \$10,000 to benefit the Aurora Town Public Library, and

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

WHEREAS, given the fiscal challenges facing both Erie County and New York State (hence local and state library aid), authorizing the contract library, as they determine, to retain these funds until such time as they are needed to offset possible 2008 budget cuts and/or future aid reductions is advisable (and strongly encouraged), now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library gratefully accepts the \$18,000 in state aid, and be it further

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a budget amendment to the 2008 Budget, increasing revenues and expense as follows:

<b>Fund Center</b>	<b>SAP Commitment Item #</b>	
	<b>Revenue#408160 State Aid Special</b>	<b>Expense#516010 Contractual Payments</b>
Aurora Town Public Library	\$10,000	\$10,000
Tonawanda Town Lib (Kenilworth)	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<b>TOTAL:</b>	<b>\$18,000</b>	<b>\$18,000</b> , and be it

further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the above contracting library, as they determine, to retain these funds until such time as they are needed to offset 2008 budget reductions, future state or local aid reductions or other needs, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library strongly suggests the contracting library retain these funds for the above purposes, and be it further

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

Agenda Item E.2.b – Amend 2008 Grant Budget: Amend State Corrections Grant. Mr. Stone explained in this resolution state aid actually went up. Dealing with a complex formula involving prison populations, we estimated and they adjusted to actual providing an increase of \$8,419. Ms. Juncewicz moved, Ms. Thomas seconded, and approval was unanimous.

RESOLUTION 2008-48

WHEREAS, the State Corrections Services Grant is a state aid grant whose funds are used to provide library services to Erie County’s three State Correctional Facilities, (Collins, Gowanda, and Wende), and

WHEREAS, this aid is based upon facility prisoner population, for which the actual prisoner populations often vary from the estimates used to prepare the budget, and

WHEREAS, the Library wishes to adjust the grant’s budget to reflect the final allocation for this program provided by New York State, now, therefore be it

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

**Increase NYS State Corrections Grant**

**\$8,419**

Agenda Item E.2.c – Monthly Financial Report. The monthly report for the periods ending 8/31/08 and 9/30/08 were presented for information. Mr. Stone noted for September’s report, the utility - electric supply was estimated, but all other numbers were actual. The report now reflects the Amherst Public Library as part of CHR.

Off note, Mr. Buck brought attention to the September Circulation Statistics Executive Summary noting there was a 13.7% increase comparing September 2008 to September 2007 and felt this was pretty amazing.

Agenda Item E.3 – Development Committee. Mr. Connors, Chair of the Development Committee, reported the committee met on October 14<sup>th</sup> and reviewed a few policies related to development. They discussed activities going on in the Development and Communications Department noting Stanton Hudson and Paula Sandy have been extremely active. There was some discussion about the Library Foundation and Carol Halter’s role in assisting with some special events. They will be looking at what they can do in collaboration with the Foundation and other organizations. Stanton Hudson thanked Mr. Connors for arranging a get-together that day with Sterling Kozlowski, Regional President of KeyBank, and Tom Emmerling, from Dobkins & Co. Mr. Connors thanked Ms. Quinn-Carey, Mr. Hudson and the staff who “wowed” them presenting the treasures within our library.

Agenda Item 4 – Policy Committee. Judy Summer, Chair of the Policy Committee, reported the committee met October 16<sup>th</sup> and looked at the Special Events Policy and Procedures. They will be developing a review schedule for all current policies. Each policy will be reviewed every 3 years, rotating them so they are not all up for review at the same time. The committee plans to meet again in November and hopes to finalize this schedule as well as review the Gift and Donor Recognition Policy, Meeting Room Policy and Meeting Room Rules of Use. She asked that if trustees have any comments, additions or ideas on any of these policies, they contact her. When finalized, they will share the review schedule at the next Board meeting. Ms. Summer announced a binder containing all current policies was on the table and would be available at all future Board meetings for viewing. She also reminded trustees that policies can be viewed on the Library website.

Agenda Item 4.a – Adopt Finalized Special Events Policy and Procedures. Ms. Summer introduced Resolution 2008-49. The policy was initially adopted on May 15, 2008, per Resolution 2008-18 on an interim basis until it was reviewed, revised and finalized. On

motion by Mr. Berger and a second by Ms. Thomas, the finalized Special Events Policy was unanimously approved.

RESOLUTION 2008-49

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) facilities are designed for library programs and use, and for non-profit organizations engaged in educational, cultural, intellectual, or charitable activities of interest and/or benefit to the community and open to the whole community, and

WHEREAS, community groups, government entities, businesses, and individuals may reserve certain specified Central Library spaces for certain invitation-only events by making application, which requires a Facilities Use Fee, and

WHEREAS, these fees vary according to the type of organization, type of use, spaces reserved, whether use is during regular business hours or after hours, whether food is served, whether admission fees are charged and/or items are sold, and

WHEREAS, there had not been a policy or procedures related to the rental of other spaces, including the Central Library foyer, the Ring of Knowledge, and/or additional spaces on the main floor of the building for special events (excluding the West Room), and the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2008-18 on May 15, 2008 to provide interim policy guidance and procedures for these uses,

WHEREAS, the Board's Policy Committee has worked diligently to refine and revise the interim policy and has produced a finalized Central Library Special Events Policy and Procedures for full Board consideration, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library, or its designee, approves all event usage of the Central Library, now, therefore, be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees approves the Central Library Special Events Policy and Procedures.

Ms. Pordum inquired if we could share what we are doing at the Central Library with the contracting libraries so they might adopt something similar, taking a look at their policies and set up a schedule to review them on a regular basis as well. Ms. Summer reported that George Oliver, President of ACT, asked her and staff to do exactly that. However, due to conflicts, Ms. Summer would not be available until the spring ACT meeting. Mr. Buck asked if this would include the bylaws. Ms. Summer stated that Phyllis Horton is the Chair of the Bylaws Committee, but they could do a joint venture if that is ACT's wish.

Ms. Panty suggested perhaps contracting libraries could use our ideas as a template.

Agenda Item F – Report of the Director. Ms. Quinn-Carey reported most of her activities over the last month or so have been either trying to cultivate relationships and collaborations or figure out what our financial picture would be over the next couple years. She stated we are moving forward on our literacy initiative and working not only with Good Schools and Read to Succeed, but also enhancing our relationship with Project Flight, who will help us come up with a plan to address after school programs throughout the City branches and potentially a model for the County libraries as well. In addition, discussions on hosting a community literacy breakfast to begin talking about libraries and the issue of literacy and how we can help be part of that solution is being discussed, as well as working with the Community Foundation and developing that relationship. Ms. Quinn-Carey was pleased to announce they had a great meeting with City Deputy Mayor Donna Brown about how the City will be involved. They are eager and want to pair with us, especially on the Mayor’s Summer Reading Challenge, perhaps making it a quarterly challenge which is a good long-term goal.

Ms. Quinn-Carey updated trustees that we have had conversations with the Foundation about potentially relocating office space back to the Central Library and it appears this is going to move forward. Putting together the logistics with the Community Foundation office and Mr. Berger to find space in the library, as well as working out additional details, is in the works. Ms. Pordum inquired how much staff the Foundation has. Mr. Berger remarked that Carol Halter, who is on library contract to work on the Alexander Hamilton exhibit, will also be working for the Foundation on a part-time basis.

Ms. Panty inquired as to the status of the Teen Room. Ms. Quinn-Carey enthusiastically reported that, although all the furniture has not arrived, it is teeming with teens and activity. Deputy Director Jakubowski stated that as of the first twelve days open, albeit a soft opening with not much publicity, there were 334 attendees. She remarked many great programs are being planned, they are having a great time and have been very orderly. Ms. Panty questioned where the teens were coming from. Ms. Jakubowski reported a lot of City school children are coming and on Saturdays, when they have been open for special programs, children come from all over. Mr. Buck asked if more space will be needed. Ms. Jakubowski replied if it continues like this, absolutely. Ms. Quinn-Carey stated when all the furniture and everything is in place, we would like to do a press event for the grand opening.

Director Quinn-Carey reported Paula Sandy has been working on getting information out in an electronic way, by having an e-newsletter for our staff and one for the public. She noted, while we do have an intranet for staff, people do not always know to look there for news. There is so much exciting news and things going on throughout the

System, this would allow all libraries to provide information not only to staff but to the public as well. Ms. Sandy is working with Network staff on finalizing this.

Ms. Summer asked the status of the downloadable videos. Ms. Jakubowski said they encountered some kinks, but are working on it.

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

### **Report of the Director October 23, 2008**

The following departmental reports and highlights from the Buffalo branches and suburban and rural libraries detail the incredible depth and range of the services, collections and programs the B&ECPL System provides to our residents and visitors. Use of our services continues to swell: we see sustained steady increases in the use of our collections, overall visits and program attendance. There are many factors contributing to this growth, including a historic national trend that correlates downturns in economic prosperity with increased public library use. Restored open hours at many of the libraries in the past nine months have also been an important factor in the increased use. Some intangible and immeasurable factors such as improved customer service, articulated visions for new initiatives and collaborative endeavors, and a more positive attitude towards the future of the Library System- on the part of both staff and the public - have created a more positive attitude towards the library and may have encouraged people to rediscover our libraries. Our exciting programs and events have led to enhanced media coverage for the libraries in our System, and have positioned our libraries as important institutions in people's day-to-day lives.

September's State of the Library address was well attended at the Ring of Knowledge, and broadly covered in the next day's *Buffalo News*. I spoke of our two key initiatives for 2009: a comprehensive plan for enhanced literacy and basic reading services throughout the City and County libraries, and moving forward with restoring, preserving and promoting our special collections - including the need for new exhibit space at the Central Library to showcase these treasures.

Financial issues are a constant concern as we await the County's 2009 proposed budget. We anticipate a reduction in funding for 2009. However, thanks to sound financial management and oversight, we are in a position to make informed decisions about how the budget situation will affect our services, and plan a thoughtful long-term solution.



We will continue to move ahead with our priorities and strive to provide excellent services and collections for our community and our visitors. This is a strong institution with enormous potential – potential that will be realized in the coming years.

### Report of the Chief Operating Officer

School is back in session and the Library back in full-swing. While the summer months brought much excitement to both library patrons and staff alike, new adventures this fall are sure to be bountiful. Sunday hours began at the Central Library, Frank E. Merriweather, Jr. Library, Lancaster Public Library, Audubon Branch Library, Julia Boyer Reinstein Library, Hamburg Public Library and the Kenmore Branch Library. Long awaited *new* furniture and equipment is arriving daily. Author visits, Get Graphic, and The Big Read activities are being planned and confirmed. Staff Development Day was again a huge success. Budget development, staff planning, reorganization and partnership ventures continue. Meetings were held to discuss IRS changes in 403b/457 deferred compensation plans, Librarians Association negotiations, insurance for B&ECPL facilities, a potential Erie County Efficiency Grant proposal, RFP for RFID and CHR library assistance. September is a pivotal month in the Library with much of the above anticipated to move forward. Much has been accomplished and much has yet to be done. Here are the monthly highlights:

#### **Sirsi Unicorn Upgraded to Sirsi Symphony:**

A major Sirsi Symphony upgrade took place over Labor Day weekend. The B&ECPL is now positioned to take advantage of this state of the art software platform including new features, functions and modules.

#### **Children's Room:**

The Children's Room began fall programming with "Read a Book" day on September 6<sup>th</sup>, led by Librarian Trainee, **Sarah Kelly**. Weekly series programming, Preschool Story Hour and Tween Time, began Sept. 23<sup>rd</sup> and will continue through October. F.R.E.E. Time (Family Reading Everyone Enjoys) returned on September 27<sup>th</sup>.

The Big Read kickoff held on September 19<sup>th</sup> provided a plethora of activities for children from Enterprise Charter School. The school, which visits regularly, participated in a variety of activities including a program led by Librarian, **Kate Puehn**, on apples and farms for the kindergarten class. All classes, (kindergarten, 2<sup>nd</sup> and 3<sup>rd</sup> grades) enjoyed a raptor demonstration by Hawk Creek.

The Museum of Science – Branched Out series returned on September 27<sup>th</sup> with a program on "Brainy Beings."

Children's Room staff began their six-week fall preschool story hour series at the Dudley, East Clinton, Frank E. Merriweather, Jr., Riverside, East Delavan and Niagara Branch Libraries.

### **Teen Room:**

The Teen Room is now open for service in the Central Library with hours on Mondays through Fridays from 3:00 p.m. to 6:00 p.m. Proving to be hugely popular, **334 young people**, have hung out, done homework, and found the library can be a "pretty cool" place - all in the first twelve days of operation. Opened under the guise of a *soft opening*, only by word of mouth are teens being made aware of this service. Full marketing and a formal grand opening will be scheduled once furniture and additional equipment arrives and is installed. A former training lab, the Teen Room currently houses twelve computers, a flat-screen TV, and Wii and PS2 gaming equipment. Already there is a core group of teens visiting/using the room on a daily basis. It is not unusual to find a group of teens waiting at the door prior to 3:00 p.m. Hours will be expanded after the grand opening.

Flooring, equipment and furniture was purchased in part using New York State Construction Grant funds. In addition, the Development Office has been most generous in providing funds for games, materials, etc. Construction was completed by our own, very talented, Maintenance Department staff.

### **Rare Book Room:**

Rare Book Room Librarian, **Amy Pickard**, and Grosvenor Room Librarian, **Pat Monahan**, brought Galileo's *Dialogo* to the Buffalo State College Art Conservation Clinic on September 19<sup>th</sup>. Professor Judith Walsh and her students in paper conservation will repair the work with a completion date of March 2009.

Rare Book Room Librarian, **Amy Pickard**, and Grosvenor Room Librarian, **Amy Vilz**, installed a display in the Rare Book Room to support The Big Read. The display titled "Hardboiled Crime - Fiction & Non-Fiction Stories" includes loaned materials from University at Buffalo's *George Kelley Paperback and Pulp Fiction Collection*. Coupled with the true crime tale of Buffalo's own *Blonde Bandit*, the exhibit makes use of many special collections to show how hardboiled true crime and fiction paralleled each other in their era. Two other displays were also generated; Grosvenor Room Librarian, **Amy Vilz**, installed a new Gluck exhibit: "Well-Behaved Women Seldom Make History" [in the case outside the Rare Book Room] and to coincide with The Big Read, Grosvenor Room Librarian, **Carol Pijacki**, created an exhibit, "Songs of Film Noir," using sheet music from the Library's collection. Signage was developed by the Graphics Department.

### **OverDrive, Inc. Provides WebEx Training:**

September was OverDrive staff training month and the B&ECPL staff was invited to join the expert trainers in educational and fun programs designed to increase staff knowledge and maximize circulation of the Library's download library (Audio Zone). Thirty-eight staff members participated in *Digital Library 101: Browse, Check Out, and Download!* (September 24) and *Community Outreach: Introduce New Patrons to Download Media* (September 30) sessions which took place in the Central Library Training Lab. The B&ECPL will soon be introducing new downloadable formats (Video and MP3 iPod compatible audiobooks) and the training helped to re-familiarize staff with the mechanics and promotion of the Library's downloadable media service. Collection Development Librarian, **Peg Errington**, oversaw and participated in the *Collection Development* and *Real Time Reports* training.

### **Efficiency Improvements:**

**Sirsi Upgrade Provides Tangible Benefits for Technical Services Staff.** Internal notes included with Midwest Tape orders for DVDs and music CDs now carry over into the comments field of the purchase order in Workflows. This is a major enhancement and will save Acquisitions Department staff significant time because it is no longer necessary to manually type information from the internal notes fields into Workflows. The enhancement was made available because of the Library's recent software upgrade to SirsiDynix Symphony.

Serials Department Senior Library Clerk, **Jeff McChesney**, has diligently spent the last 3 months consolidating the number of vendors the Library uses to purchase *standing order* materials. Fewer invoices are received and each shipment contains a greater number of items. Jeff describes it this way: "Reducing the number of vendors we deal with should save money on shipping charges. The statistics for number of invoices handled has and will continue to drop as we receive fewer but larger orders. Reduced number of invoices should lessen the possibility for errors while increasing the efficiency of processing payments." Thank you, Jeff!

Centralized Serials Check-In has proved very beneficial for the Serials Division, participating libraries and patrons in general. During September, a total of 2,139 magazines were processed for 10 libraries and 3 subject departments, reducing the time required to move magazines through processing and into the hands of patrons. Subscriptions are bar-coded for circulation, added to the Sirsi Serials Module and (typically) sent to the owning location within 8 hours [of receipt of the magazines in the Serials Department]. This process eliminates redundant branch and departmental staff workroom activities. It is anticipated that 2 or 3 additional libraries will be added to the program during the month of October.

### **Computer Training:**

September brought the Central Library Computer Lab back into the training limelight with a series of programs being scheduled through December. Training Lab Coordinator Librarian, **Suzanne Colligan**, and Librarian, **Sara Taylor**, have been and continue to develop various training classes. Ms. Taylor presented Computer Basics on September 18<sup>th</sup> and Internet Basics on September 27<sup>th</sup>. Additional information on Central Library Training Lab class offerings can be found at [www.buffalolib.org](http://www.buffalolib.org). In addition to lab duties, Ms. Colligan presented Internet Basics at the Orchard Park Library on September 10<sup>th</sup>. Ms. Taylor presented Computer Basics at the Williamsville Library on September 23<sup>rd</sup>.

### **Other Programs:**

Children's Room staff is now providing bimonthly programs for the YMCA at Erie County Family Court. During Family Court, parents/guardians may choose to have their children remain in the care of the Court's daycare/children's program during court proceedings. Programs are run continuously as children and their families come and go. Enjoyed immensely by all in attendance, one little girl refused to leave with her mother until after the story was finished.

Humanities and Social Sciences Librarian, **Suzanne Colligan**, led the September 16<sup>th</sup> Literally Speaking discussion on *A Thousand Splendid Suns* by Khaled Hosseini.

### **Miscellaneous Meetings, Conferences and Appearances:**

On September 18<sup>th</sup>, Library Director, **Bridget Quinn Carey**, Public Relations Officer, **Paula Sandy**, and Chief Operating Officer, **Mary Jean Jakubowski**, attended the meeting of the Erie County Legislature. Ms. Quinn-Carey and Ms. Sandy accepted a proclamation for The Big Read from Legislative Chair, **Lynn Marinelli**. On September 17<sup>th</sup>, Business, Science and Technology Librarian, **Dan Caufield**, attended a Straight Talk Committee meeting. This committee plans and organizes the small business seminar by the same name which is held annually in January in downtown Buffalo. Later in the month, Mr. Caufield attended the ReferenceUSA conference in Omaha, Nebraska. The conference was designed for front line librarians and included a tour of the facility that showed how they compile and check the millions of items entered each day into their databases. Attendees were also given a chance to work with the database and received searching tips from the designers and sales representatives. Since the conference, Mr. Caufield has been working with Business, Science and Technology staff teaching the various changes made to the database. Business, Science and Technology Librarian, **Tim Galvin**, attended "Vital Links XII", the annual HLSP (Hospital Library Services Program) workshop on September 19<sup>th</sup> at WNYLRC. The Literally Speaking Committee and the Central Library Book Discussion Group met on September 16<sup>th</sup>

selecting book titles for the 2009 discussion series. On September 23<sup>rd</sup>, Business, Science and Technology Librarian, **Dan Caufield**, spoke with investigative reporter Dave Debo from WBEN radio about the noted increase in questions posed by patrons related to the current economic crisis. Mr. Caufield cited several resources, available at the Library and online, to help the public become more versed in the situation. Segments of the interview aired on the morning of September 24<sup>th</sup>. On September 29<sup>th</sup>, Mr. Caufield spoke at the Buffalo State College Small Business Development Center Restaurant Institute orientation. Mr. Caufield is a member of the program's Advisory Panel. Mr. Caufield provided a list of library-owned resources and created a collection development list for the Butler Library at Buffalo State College. **"Who knew the library was so interesting?"** was just one of the comments Business, Science and Technology Librarian, **Kara Stock**, received following her presentation about library business resources to the Western New York Chamber Alliance on September 23<sup>rd</sup>. Organized by Erie County Legislator **Kathy Konst**, attendees were thrilled to learn *The Buffalo News* is now available remotely. Rare Book Room Librarian, **Amy Pickard**, and Grosvenor Room Librarian, **Amy Vilz**, attended 2 workshops in the WNYLRC Digitization Bootcamp series; one focused on CONTENT dm and metadata creation while the other covered grant funding for digitization projects. In addition, Ms. Pickard attended a WNYLRC Documentary Heritage Program Committee meeting on September 8<sup>th</sup>. Later in the month she took part in a WNYLRC Regional Digital Heritage Subcommittee conference call, voting on the Regional Bibliographic Databases and Interlibrary Resources Sharing Program (RBDB) Grants. Central Library Administrator, **Peggy Skotnicki**, attended a WNYLRC Board meeting on September 9<sup>th</sup> and hosted a WNYLRC Marketing Committee meeting here at the Central Library on September 26<sup>th</sup>. Coordinated System Services Administrator, **Carol Batt**, attended the Continuing Education Committee meeting at WNYLRC and a Town of Tonawanda Library Advisory Committee meeting.

### **Report of the Chief Financial Officer**

**North Park Branch Update:** The City continues to review the information provided by the jointly funded environmental/structural assessment of the facility completed by Watts Engineering & Architecture, P.C. and the report of options explored and a recommended nearby site to temporarily relocate services until a longer term solution is identified.

Late last week, City officials received queries as to the possible reuse of the former Fairfield Library. In conducting its review of options, Library staff had considered the old Fairfield Library space but ruled it out as that building also had moisture and lead paint issues and staff were informed that there has been additional water damage since that library closed in 2005.

To further assist the City in its review, **Ken Stone** provided them an electronic copy of the 2002 Lead-Based Paint Survey performed in the summer of 2002 by Watts Engineers as a prerequisite to a grant funded painting project at multiple Buffalo branches. At that time, conditions at the Fairfield Library were at least as bad as those in the North Park Library building. Both were repainted, with the prior lead paint coats still present.

Given the similarities between the Fairfield and North Park Libraries' lead paint exposure and moisture conditions, it is reasonable to expect the same issues that forced library operations out of the North Park building are present in the Fairfield building. This is perhaps even more likely given that 1) the Fairfield building had significant moisture issues at the time it closed in 2005; 2) the building has not been occupied since 2005; and 3) we understand conditions have worsened (these conditions were noted in the Summer 2008 Parkside Community Association News). The cost and, more importantly, the time required to mitigate these issues caused Library personnel to search for other space options to allow the Library to continue to serve the community until the North Park building's problems are addressed.

The temporary service operated out of the Lookie Bookie vehicle in the library driveway is not feasible to extend into the winter months. Lookie Bookie operations at the North Park Branch Library site ceased at the close of business on October 4, 2008. The drop box for patrons to return books, movies and music items will remain on site until November 1, 2008. We will continue to work with the City on this issue.

**City Branch State Construction Grant Projects Move Forward: Chip Campbell and Mark Kross** have worked closely with City Department of Public Works staff to move forward on a number of projects. Crane Library roof work has been designed and the bid process is underway. East Clinton Library parking lot work is complete (including drain and new fencing). City staff is reviewing East Delavan windows to prepare for bidding. City staff met with contractors as part of the process to replace the front steps at the Niagara Library. The bid process to replace the 2 boilers and 3 air handlers at the Riverside Library is complete and a purchase order has been issued (this work is essential and will ensure the library has reliable heat this winter).

**2009 Erie County Operating Budget Highlights Released, Detailed Budget Document Expected To Be Released Today (October 15th):** Erie County's proposed 2009 budget addresses a significant fall off in sales tax revenue growth and increased mandated social service costs directly related to the financial and economic downturn in the U.S. and many other countries. As reported in the press, the budget proposal does not continue the \$1.6 million service restoration funding approved by the County Legislature in 2008 and reduces funding to major cultural institutions by 5%. Budget officials cite the deteriorating economy's impact on county and state revenue resulting in a need to scale back non-mandated funding.

Once we receive the detailed budget documents, staff will prepare an analysis of the recommended budget along with options for consideration. The Library will have an opportunity to present information to the Erie County Legislature in a budget hearing that will likely be scheduled for late October or early November.

**Library Shipping Activity Continues to Increase in Concert with Library Use:**

Through September, a year-to-date total of 70,326 boxes of library materials/supplies were shipped between facilities, a 14.4 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. Continued high fuel prices make a patron's ability to have requested material sent to the library nearest their home or work even more attractive.

These figures parallel the overall trend of increased use at area libraries as system-wide year-to-date circulation as of September was up 5.8%. Computer use through September was up a whopping 51.2% over the prior year period.

**Report of the Network Manager**

**Sirsi Patch Cluster Upgrade:** The Sirsi Symphony system was upgraded with a 3.2.1 Patch Cluster 1 and a "hot fix". **Johnny Hsu** from Network Support made the necessary preparations and applied the patch. Subsequently, this action enabled us to apply a "hot fix" to the system a few days later. The "hot fix" resolved some of the issues with sporadic slowness of the system. However, work with Sirsi Technical Support continues with the goal to achieve better system efficiency.

**Sirsi Clean-up Continues:** The Sirsi Unicorn system "clean-up" effort that began in June continued. Only Central's "discarded" items remain to be removed and they can't be removed easily due to time constraints. We will remove them at the next possible opportunity.

Purging inactive holds has been completed. After consulting with Sirsi Technical Support, **Roseann Hausrath** from Network Support has created the purge jobs and over the period of 11 days, 1,593,968 inactive holds have been removed from the catalog. It is expected this removal of inactive holds will further improve catalog's performance. **Carol Batt** and **Shirley Whelan** are working together with Network Support on creating special programs to purge patrons' older bills and purge users inactive in the last 3-5 years. Careful testing was already started before the deletion of the above-mentioned patron's data values. It is expected the removal of the unnecessary data will improve the Sirsi catalog system performance.

The removal of the 15 closed libraries has resumed. Negotiating has started with a Sirsi consultant about the removal process. We anticipate the removal of the closed libraries to be completed by the end of next month. Again, this action should improve catalog's performance.

**Pay Online - eCommerce Server Upgraded:** Soon after the release of EnvisionWare eCommerce version 2.4, our Pay Online Server received the upgrade. Because this was a major upgrade, we set up a temporary server in a simulative environment where our Web Page Master, **Terri Dickson**, was able to edit the content and create custom web pages. Upon **Carol Batt's** and my review of the new Pay Online web pages, I upgraded the eCommerce production server. Besides the new interface, the upgrade includes fixes and patches, which resolved irregular issues with credit card processing. The upgrade would mostly benefit patrons and Business Office reporting.

**Gates Grant Public Computers Deployment Continues:** After receiving 100 purchased computers and making preparations on the system, 92 new public computers have been deployed to the following branches: Angola, Eggertsville, Kenilworth, Kenmore, Reinstein, Tonawanda and Williamsville. The remaining 8 computers are additional for select branches and are pending deployment upon completed cabling for the receiving branches.

**Gates Online Opportunity Grant ALA-FSU Survey:** In order to meet the requirements for the Gates Online Opportunity Grant 2008, the 11 recipient libraries needed to fill out an online survey. Our Library Consultant, **Shirley Whelan**, and **Tracy Palicki**, from the Business Office, prepared the technical answers and budget information respectively. After the managers' meeting on October 8<sup>th</sup>, 6 library directors completed the first requirement in the Training Lab. The second requirement is an inventory of all workstations for the grant-recipient libraries, which will be completed by Network Support staff before the deadline of December 1, 2008.

**Laser Color Printer Deployment Continues:** **Dave Kozlowski** from Network Support has set up the color printers at 20 branches so far. The project continues by using a temporary hardware fix until the necessary cabling is installed at certain libraries.

**Cyber Train Program Continues:** It was another very busy month for the Network Support team who delivered and set up 11 Cyber Train programs (portable computer training labs) at several different libraries. The classes included Internet Basics, Basic Computer Use, Google Search, Basic Word and e-Mail Online. The classes were fully booked. This restored program successfully continues to deliver digital literacy to our patrons and requests for more are following.

**Fax Machines for Public Use:** Two fax machines have been set up and are already in use at Central and the Dudley Branch. The fax machines are simple and easy to use and



patrons can send faxes domestically or internationally. Patrons can pay for the fax service via debit, credit card and FaxCash card. The FaxCash cards can be purchased at Borrower Services at Central and the circulation desk at Dudley. A third fax machine has been ordered for the Newstead Public Library.

**Uncrowned Queens Project Continues:** Network Support and **Mary Jean Jakubowski** worked together to urgently meet and materialize the needs for a successful digital literacy project at the Merriweather Library initiated by Barbara Seals Nevergold, Ph.D. and Peggy Brooks-Bertram, Dr. P.H., Ph.D. who founded the Uncrowned Queens Institute for Research and Education on Women. Library Consultant, **Shirley Whelan**, assisted Network Support with the purchase of the project's equipment due to time constraints. Eventually, the urgency in ordering the equipment for the project was declared unnecessary by the project initiators. The equipment will be set up as soon as temporary furniture is in place until a designated kiosk is purchased and installed.

**Computer Equipment Recycling Preparations (second round):** After a previous successful computer equipment recycling project, Network Support continues to prepare old and obsolete equipment for recycling. The Maintenance Department is arranging for equipment pickup by the Erie County Recycling Department.

**Computer Sale Preparations:** Network Support has prepared old public computers for sale at 6 branches. The work consists of wiping out the operating system and all data and imaging and providing the designated computers with an operating system and free applications compatible with licensing laws. The computer sales are organized and scheduled by each branch at their discretion.

### Report of the Human Resources Officer

#### **B&ECPL Holds Third Annual Staff Development Day -**

Approximately 350 library employees attended B&ECPL's third annual Staff Development Day on September 10<sup>th</sup>. Kicking off this year's theme, "Creativity and Wellness," Jo Yudess, adjunct professor at Buffalo State College's International Center for Studies in Creativity, provided a keynote address explaining the usefulness of creativity in thought, work and life. Afternoon group sessions lead by Ms. Yudess featured exercises in using creativity in libraries (which generated 22 pages of ideas). Other sessions included "Big Fat Liars," a nutrition session with Lisa Rychlicki, registered dietician from Blue Cross/Blue Shield, who shared the benefits of a low-fat lifestyle for employee wellness; "Buffardy" a Jeopardy spoof featuring B&ECPL trivia, and Nels Cremean of "In Jest" that included staff participants in juggling, humor and stress relief. Lunch was generously provided by the Development and Communications Office and catered by Fables Café, who provided healthy bushels of fresh fruit (again, underscoring wellness).

**LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY**  
September 13 - October 17, 2008

**SEPTEMBER**

- 15 Children's Department visit
- 15 Erie County Fiscal Stability Authority meeting
- 16 B&ECPL Development Committee meeting
- 16 Buffalo Museum of Science meeting - Branched Out
- 17 Rent-A-Center check presentation at Merriweather Branch Library
- 17 Meeting with Anne Leary
- 18 Reader at *Celebration of Reading* - Charter School of Applied Technology
- 18 NYSCA blueprint session
- 18 Erie County Legislative meeting
- 18 B&ECPL Board meeting
- 19 State of the Library address
- 19 *Curtain's Up* - Shea's
- 22 NYS Library Directors' orientation - Albany, New York
- 23 Read to Succeed ribbon-cutting - East Delavan Branch Library
- 24 Staff Models Pilot meeting - Elma Public Library
- 24 North Buffalo Good Neighbor Planning Alliance Committee meeting
- 25 Erie County Commissioners meeting - Rath Building
- 25 Meeting with Jeff Voelkl, Pres. Amherst Public Library Board of Trustees
- 25 *Babel* Author event
- 26 Meeting with Victor Rice - Buffalo Club
- 29 HSS Department visit
- 30 Project Flight meeting
- 30 School Library Systems Association meeting - Orchard Park High School

**OCTOBER**

- 1 Meeting with Dr. Valerie Cooley, Exec. Director Child Care Resource Network
- 2 Citation for Lee Ainsworth-Mahaney, Director of Aurora Town Public Library - Legislative Chambers
- 4 Launch of the Uncrowned Community Builders interactive kiosk - Merriweather Branch Library
- 6 Presentation "*She's the Top!*" - Larkin Center
- 6 Rare Book Room tour/Fables lunch with Chris Collins, Erie County Executive, & guests
- 7 Meeting with Gordon Gross - Buffalo Club
- 7 Meeting with Patrick Martin, Esq., Library Counsel

Minutes of the Board of Trustees

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- 8 Contracting Member Library Managers & Directors meeting
- 8 Meeting with Peggy Beardsley, Assoc. Director Buffalo Place
- 8 Meeting with Kate Howe - SirsiDynix
- 10 Meeting with Brown & Brown Insurance
- 14 Meeting with Jeff Voelkl, Pres. Amherst Public Library Board of Trustees
- 14 B&ECPL Development Committee meeting
- 15 Buffalo Partnership event - Movers & Shakers
- 15 Leadership Buffalo - Experience Buffalo 2008 event
- 16 Meeting with Deputy Mayor Donna Brown - City Hall
- 16 B&ECPL Policy Committee meeting
- 16 B&ECPL Executive Committee Meeting
- 17 Milestones of Science meeting

## **MEMORANDUM**

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

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

**SUBJECT:** Monthly Report – September 1-September 30, 2008  
Development & Communications Office

**DATE:** October 13, 2008

### **OVERVIEW**

Major activities centered on:

- Literacy initiatives (East Delevan “adoption,” “Read to Succeed at the Library,” and Community Breakfast)
- Check presentation and luncheon--Rent-A-Center contribution for financial literacy/education efforts
- Planning for The Big Read in October 2008
- Staff Development Day coordinating efforts
- State of the Library address coordination
- Planning of October “Meet the Author Lunchtime Library Series” event
- Alexander Hamilton exhibition (May 1-June 12, 2009)

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

#### **Development**

- Continued developmental planning of a major funding initiative that will put the B&ECPL in a more prominent leadership role to address the community’s literacy needs-meetings held with officials of Good Schools for All/Read to Succeed Buffalo and Project Flight
- Office coordinated various elements of East Delavan branch kickoff of Good Schools for All/Read to Succeed Buffalo three-year, \$133,000 grant from the Josephine Goodyear Foundation to support literacy pilot project
- With the Director, met again with representatives of Project Flight (area literacy program that collects and redistributes new books to children throughout the area) to discuss possible collaborative projects going forward, especially as it relates to the Niagara branch
- Coordinated arrangements with Assembly member Sam Hoyt’s office to publicly recognize receipt of \$125,000 in NYS funding to support projects at the Library’s Crane and Niagara Library branches

- Coordinated aspects of \$10,000 check presentation by Rent-A-Center on Wednesday, September 17, 2008 at the Makowski School. Attended luncheon with company officials following the event. In addition to the B&ECPL (represented by the Director), City of Buffalo Mayor Brown attended to accept a check in support of his Summer Reading Program
- Attended the Western New York Library Resource Council (WNYLRC) workshop conducted on September 25 on the subject of "Conservation, Preservation, and Digitization of Collections"—discussed with the presenter several possible future projects to gauge potential for major future funding
- In conjunction with the Board Policy Committee, began review of policies related to donors and major gifts
- Established dates for an October luncheon and tour of the Library's Special Collections with County Executive Collins and individuals who may be interested in funding future projects related to the collections
- Continued planning for the 2008 Annual Fund
- Continued discussions with Fables Café to potentially expand catering of private receptions at the Central Library
- Held meeting of the B&ECPL Board Development Committee. Reviewed 2008-2009 Development/Communications Plan
- Exploring the idea of offering area antiquarian book dealers the opportunity to bid on a lot of approximately 7,500 items held by the B&ECPL, all of which have been previously offered for sale to the public
- Began planning for 2009 exhibition "Alexander Hamilton: The Man Who Made Modern America." The exhibit will be on view at the Central Library May 1-June 12, 2009. Major funding for various activities surrounding the exhibit, including a major marketing initiative, will be pursued through corporate sponsorships, private tours/receptions, and other fundraising activities
- With the involvement of the B&ECPL Maintenance Department, met with two area sign fabricators/installers to discuss the feasibility of using the northeast side of the building (on Broadway facing Oak) for signage to promote major activities of the Library System (through underwriting)
- Met with several new potential individual major donors-invited select prospects to Babel presentation
- Monitored sales from Novel Ideas on a weekly basis

### **Community Contacts**

- Worked with Mayor Brown's office to discuss press release/news conference announcing closure of the Lookie Bookie at the North Park Library branch—further planned for public announcement for lease of new space to house North Park branch
- Met with Vice President of Programs for the Community Foundation for Greater Buffalo to discuss future potential funding opportunities

- With the Director and other Library staff, met with the Executive Director and Development Director of the Buffalo Philharmonic Orchestra to tour the Library's Music Collection and to begin discussions of a possible joint project to celebrate the BPO's 75<sup>th</sup> Anniversary in 2010-11—the collaboration could include a joint grant to conserve/digitize items in the collection
- Attended Graycliff Conservancy Executive Committee and Board meetings
- Attended Western New York Grantmakers Association Board meeting
- Attended the Community Foundation's Environmental Steering Committee
- Attended Theodore Roosevelt Inaugural Site Foundation Trustees meeting
- Attended Western New York Artists Group Board meeting
- Attended Buffalo Society of Artists Board meeting
- Attended Buffalo Museum of Science Board meeting
- Attended Davidson House reception-spoke with County Executive Collins and attending Trustees concerning the Library's special collections
- With the Director, attended New York State Council on the Arts (NYSCA) meeting for area arts and cultural groups, held at the studios of WNED-TV
- Met with representative of WNED-TV to discuss possible future collaborations between the Library System and WNED, including initiatives involving ThinkBright
- Attended Theodore Roosevelt Inaugural National Historic Site annual Exemplary Citizenship Award Luncheon, honoring Maestro Joann Falletta and the BPO—discussed the Library's work with Marsha Joy Sullivan, President of Nardin Academy and Executive Director of the Joy Family Foundation—setting up a follow-up meeting with the Director
- Attended Arts Council in Buffalo & Erie County's fundraiser *Tablescapes*

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

- A major focus of the Development & Communications Office in September continued to be The Big Read—led by Assistant Deputy Director Paula Sandy. A kickoff for The Big Read was held at the Central Library in conjunction with the Director's State of the Library Address on September 19
- The Development & Communications Office played a lead role in various aspects of the 2008 Staff Development Day—promotional activities for The Big Read took place during the day and professional photos of all Library Directors and Branch Managers were taken for future internal and possible external use
- Initiated planning for a Community Breakfast on Literacy to be held at the Central Library in early December—funding to be provided by the Library Foundation
- Coordinated aspects of Uncrowned Community Builders kiosk at the Merriweather Library and plans for its unveiling
- Met with representatives of the Museum of Science to continue refining programming for *Branched Out*
- Met with representative of Orange Boy, a Columbus, Ohio-based marketing research firm that represents both the Columbus and Cuyahoga (Cleveland) Library Systems in matters pertaining to rebranding of the institutions

- Continued coordinating efforts with members of the *Get Graphic* Committee on upcoming events/activities-Paula Sandy has assumed responsibilities as Marketing Committee Chair
- Developed a full-page ad for the Buffalo Alliance for Education's 2008-09 Teachers & Parents Resource Guide, including curriculum information on the Hamilton exhibition-posted the curriculum material on the B&ECPL website
- 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
- Met with a representative of Full Circle Studios to begin discussing the potential for developing audio-visual materials to promote items from the Milestones of Science collection during 2009 and beyond
- A multi-year annual report covering the years 2004-07 has been written and is currently in the proofing process
- Ongoing efforts to develop e-newsletters for both patrons and staff
- Paula Sandy again met with representatives of the Central Library's Young Adults area to discuss ways to promote the facility's Teen Room

#### **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 Role of the Central Library meeting
- Attended/participated in B&ECPL Hamilton Exhibition Committee meetings

#### **City Branch and Community Connections Activity Reports October 2008**

The first two weeks of September are generally known as uneventful, quiet weeks, a time for re-grouping before the onslaught of the school year. Not so for September 2008, as you will see from the branch reports. A boon for Crane and Niagara was received on September 3<sup>rd</sup> when Assemblymember Sam Hoyt announced \$125,000 in state funding for capital improvements to the Niagara and Crane Branches. A new computer lab will be built at the Niagara Branch and other badly needed repairs will be made to the building. Plans for the Crane Branch include new interior and exterior lighting.

Staff was energized and inspired by a very successful Staff Development Day held on Wednesday, September 10<sup>th</sup>.

The Branched Out Program, a partnership between the Buffalo Museum of Science and the B&ECPL, began its fall series with a human body theme. A trial preschool toddler science program is being held at the Crane Library on Wednesday mornings.

On Wednesday, September 17<sup>th</sup>, Director **Quinn-Carey** and other library administrators were on hand at the Makowski Early Childhood Center to receive a \$10,000 check from Rent-a-Center to be used for financial literacy throughout the City branches. We look forward to collaborating with other service providers to make the best use of the funds.

### Crane

On September 8<sup>th</sup>, *Wordflight*, Crane's monthly poetry series returned with performers Alex Mead and Janna Willoughby. Alex is a local poet, rapper, musician, author and illustrator whose autobiography, *How To Care For Humans* has been published online. Janna was among the top five slam poets in Buffalo for two years and also plays the guitar and performs political hip hop. Their performances were followed by open-mike opportunities for novice and experienced poets. The series is hosted by local poet Rycki Zuckerman.

Crane Manager, **Peter Lisker**, has been invited to serve on the "Green Committee" of the Elmwood Village Association. Among the committee's proposals is a possible "Eco Resource Center" housed at the Crane Branch.

### Dudley

John and Amanda Dubiel were the summer reading raffle winners. They received a pair of Regal movie tickets, books, posters, pencils, pens, crayons, markers, stickers, Applebees coupon, Wendy's coupon, bookmarks, glue sticks, etc.

Library Associate, **Debra Lawrence**, and Librarian, **Dorinda Hayes**, attended the *Beyond an Apple a Day: Providing Consumer Health Information at Your Library* workshop held at Central. Arpita Bose, Outreach and Communications Coordinator for the National Network of Libraries of Medicine for the Middle Atlantic Region, was the presenter. She demonstrated MedlinePlus and other health related databases for consumers. It was very informative and will help better serve our patrons.

Branch Manager, **Dorinda Hayes**, joined the South Park Revitalization Committee.

Teen Gaming was held on Thursdays throughout the month.

On Tuesday, September 9<sup>th</sup>, the library was used for voting in the Primary Elections.



On Friday, September 19<sup>th</sup>, combined special education classes at Hillery Park #27 visited the library. Librarian, **Dorinda Hayes**, presented a program on the four seasons which included reading a story. She also gave an introduction to the library and a tour of the children's area. Some of the children received their first library card and those that were able to check out a book were thrilled. There were fifteen children and six adults. They will continue to come for a class visit once a month.

### East Clinton

Saturday, September 13<sup>th</sup>, was a red letter day at the branch. The book sale started and the CDs were displayed in the library for the first time. The CDs are now on display according to music type; browsing the categories makes it much more user friendly. The circulation for the day was over four hundred!

On Monday, September 15<sup>th</sup>, **Patti Foley** met with the director of Autumnwood Senior Center on Clinton Street to promote the resources of the East Clinton Library and the Library System as a whole.

A new newspaper/literature display is wonderful for tidying up pamphlets and freebies. It holds lots of stuff and fits nicely in the foyer.

### East Delavan

The ribbon-cutting to celebrate the Josephine Goodyear Foundation grant took place at the East Delavan Library on Tuesday, September 23<sup>rd</sup> at 10:30 a.m. Guests were impressed by the new children's furnishings and computers, as well as by the CASH Coalition's privacy stations for financial counseling. Most impressive of all is the spirit of collaboration that is taking place to combat the high illiteracy rates in the City of Buffalo. Representatives of the Mayor's office, County Executive's office, Governor's office and others were on hand to offer their encouragement. The children from several home day care centers attended and were treated to storytelling by former B&ECPL administrator, Sharon Holley.

### Merriweather

On September 6<sup>th</sup>, a University of Buffalo honors college group of eighteen freshmen students came to the library for a tour. The University is doing City tours with groups of freshmen similar to the Buffalo Bills tours for rookies.

Librarian, **Sandra Bush**, took and read a copy of the *Maltese Falcon*. She passed it on to a patron and is waiting to see where he drops it off!

Library card sign-up month was celebrated by holding a Community Day. The Community Day went very well - the Buffalo Antique & Classic Car Club had a number of vehicles in the parking lot. The group also grilled hot dogs, hamburgers and had pop they gave away free (actually they asked for donations). Inside there were information tables with Buffalo Reuse, Kaleida Health, NAACP voter registration, Masonic Child ID, author book signings with Eva Doyle, Betty Jean Grant, Marilyn Foot-Krabe and Drs. Bertram and Nevergold. Legislator Betty Jean Grant, Councilmember Demone Smith and Legislator Barbara Miller-Williams were so pleased with the event that they are going to co-sponsor it next year.

The Afterschool Craft Program with Ms. Sandy (**Sandra Blackman**) began on Tuesday, September 23<sup>rd</sup>. Parents who came for Sandy's last sessions were pleased to bring their children again.

Bethel Headstart, located at 1424 Jefferson Avenue, had its grand opening ceremony on September 2<sup>nd</sup>. **Sandra Blackman**, along with Children's Room staff, **Mary Ann Budney** and **Gwen Collier**, will be conducting regularly scheduled preschool programs every two weeks with both a.m. and p.m. Bethel classes at the branch.

### Niagara

University of Buffalo DLIS student, Kristina Formicola, began a practicum on September 2<sup>nd</sup> at the Niagara Branch. She will be presenting children's programs and an adult e-mail class under the supervision of Manager **Brian Hoth**.

On September 12<sup>th</sup>, a group of ten homeschooled children and their parents toured the Niagara Branch. Manager **Brian Hoth** and group leader **Dawn Lewandowski** discussed having the group visit the library on a regular basis.

The Niagara Branch continues to serve as a hub for the community with groups from Literacy Volunteers, Big Brothers/Big Sisters, People, Inc., Niagara Daycare and School 3 all visiting the branch.

Niagara Branch Manager, **Brian Hoth**, and West Cluster Supervisor, **Patricia Covley**, attended Literacy Volunteers' "Power of Words" breakfast on September 18<sup>th</sup> at Harry's Harbour Place. The event celebrated the accomplishments of Literacy Volunteers' students during this past year.

### North Park

Patrons of the North Park Branch have been appreciative of Branch Manager **Dale Schmid's** efforts to provide library service on the Lookie Bookie, but eagerly await a decision by the City of Buffalo regarding relocation of the branch to a nearby storefront.

North Park Manager, **Dale Schmid**, and West Cluster Supervisor, **Patricia Covley**, attended the Literacy Kickoff Celebration at West Hertel Academy on Monday, September 21<sup>st</sup>. Dale and Patricia shared information about the library with parents and students. With the encouragement of their teachers, twenty-five students registered for library cards.

### **Riverside**

On September 16<sup>th</sup>, the Riverside Business Association held their monthly meeting at the Riverside Branch with eight in attendance.

The initial meeting of the Riverside Chess Club was held Tuesday, September 20<sup>th</sup>. United States Chess Federation expert, Douglas Dubose, is instructing participants in chess strategies and etiquette. Ten chess sets and a demonstration board have been purchased by the Friends of the Riverside Library.

Thanks to the efforts of Branch Manager **Glenn Luba**, the branch received an Abitibi recycling container on Wednesday, September 17<sup>th</sup>. Glenn plans to promote the container to the Riverside neighborhood as a way to both "think green" and help the library.

### **Correctional Facility and Holding Center and Home**

**Monica Mooney** met with several nursing home activity directors to set up a Bifolkal kit rotating schedule. The nursing homes will be able to request kits and have them sent to a library of their choice.

On September 15<sup>th</sup>, **Patti Foley** and **Monica Mooney**, met with Julianne Panty from Autumnwood Senior Center. At the meeting, Monica promoted the Library's senior programming resources. Ms. Panty is interested in using our *Remembering the Homefront* Bifolkal kit next year for a WWII program she will be doing.

**Monica Mooney** attended a Medline class (Consumer Health Resources) on September 3<sup>rd</sup> at the Central Library. The information learned in this class will be especially useful in helping patrons at the Erie County Home Library where we get many medical reference questions.

On September 19<sup>th</sup>, **Monica Mooney** attended the Hospital Library Services workshop at WNYLRC – *Vital Links XII "Change is Certain."* Topics covered at this workshop included HUBNET update and EBSCO-CINAHL demonstration, Health Sciences Library update, Digital Media Resources Center/AV update, an Adoption Resources

presentation, a lecture on Vitamin D by Dr. Mike Merrill, and information on Virtual Reference/AskUs 24/7. It was a very worthwhile and informative program.

East Cluster Coordinator, **Claudia Yates**, attended a WNYLRC class titled *Introduction to Radio Frequency Identification (RFID)* on September 24<sup>th</sup>.

Staff attended a workshop presented by Arpita Bose, from the National Network of Libraries of Medicine, Middle Atlantic Region, on September 3<sup>rd</sup> at the Central Library. Ms. Bose presented valuable information about Medline Plus/Consumer Health database.

### **Contracting Library Activity Reports - October 2008**

Collins Public Library – submitted by Karen McClure, Library Director

In September we began our regular story hour on Monday evenings at 6:00 p.m. We also began preschool and school visit sign-ups and are seeing an increase in all three areas.

Our September book club decided to have our next book club on October 9<sup>th</sup> featuring one of our *Book Club in a Bag* titles *The Devil in the White City* by Erik Larson. It is the first time we tried the System books and it worked well for our club.

Explore and More presented a program on September 25<sup>th</sup> on building gold domes and the children enjoyed the lovely palaces they made.

Director, **Karen McClure**, attended an Arts Council workshop on September 22<sup>nd</sup> to apply for a DEC Arts Council grant. If successful, this will enable the library to fund eight music concerts and three children's programs during the 2009 year.

During the month of October we have a special display in our lobby – our scarecrow Peekabook. The library won 2nd place for the business scarecrow contest in our Heritage Harvest Festival scarecrow contest and also won the people's choice award. This was a group effort with Gowanda preschool and other helping hands.

October is the month of *The Big Read* at the Buffalo and Erie County Public Libraries and Collins kicked it off in a big way on October 2<sup>nd</sup> by participating in the *Littlest Read* at the Gowanda Elementary School - reading to 393 participants. We received several letters from the participants expressing how much they enjoyed this program! We are appreciative of the many programs offered by the System for *The Big Read* as it has made it easier for all the branches to participate.

Also, for *The Big Read* we showed the movie "Double Indemnity." Eight people attended this program on Friday, October 8<sup>th</sup>.

We had Hawk Creek Wildlife come on October 4<sup>th</sup> to bring a program on their special and rare species. The program drew twenty in attendance.

Our teens literally got into the picture on October 8<sup>th</sup> when Tom Fox came to teach the art of Magna Cartooning. They thoroughly enjoyed the program and Mr. Fox left the library an autographed drawing for our collection.

We have many additional programs for all ages throughout the month, thanks in part to *The Big Read*. The Collins Library rarely has a problem trying to decide which programs to leave out - but in this report I can't list all of the programs because of space limitations. This was a wonderful program for our library.

### **West Seneca Public Library** - submitted by Cathy Foertch, Library Director

September was a quiet month at West Seneca. We were recovering from our summer programs and gearing up for fall.

This respite gave us time to weed the adult books-on-cassette and to rearrange the adult books-on-CD to make them more accessible to staff and customers. This reorganization also allowed us to add another case of "New Adult Fiction." We continue with the conversion of our adult music CDs to poly-cases which are much sturdier than the original crystal ones.

Two staff members were out of town (one was out of the country!) for Staff Development Day on September 10<sup>th</sup> but most of the rest were able to attend and to enjoy the great lunch from Fables. Especially for those of us from the contract libraries, opportunities like this give us all a chance to meet staff from other libraries and to realize that we are part of a system and not just a bunch of islands.

The Friends of West Seneca Public Library held their first meeting of the fall season on September 11<sup>th</sup> and made the final arrangements for their "First Annual???" Yard Sale held on September 20<sup>th</sup> to support the West Seneca Library. They made over \$200 which will go towards programs for the library.

The American Red Cross held an adult program on September 22<sup>nd</sup> to promote "September is Emergency Preparedness Month." There was an appreciative audience of about 19.

On September 25<sup>th</sup> Library Director, **Cathy Foertch**, gave a presentation to a Children's Literature class from ECC on selecting, using and weeding children's books. This led to

a discussion on censorship and some of the differences between school and public libraries. After the presentation, several students and their professor examined our "Banned Books" display by the front desk. We used material from the ALA catalog to design this display which has been so popular with our customers, that we have left it up for a couple of extra weeks. Every day, we hear "They banned that? I read that in high school! That's ridiculous!" It's great that the people of West Seneca support the library and the freedom to read.

We held the (very quickly-filled) sign-ups for our Toddler Time, Preschool and Be-a-Library-Kid programs on September 24<sup>th</sup> -26<sup>th</sup> and are looking forward to a busy fall season.

Agenda Item G - Public Comment. Salvatore Bordonaro, Director of the Cheektowaga Public Library, thanked everyone for coming and introduced his Board members in attendance, Phyllis O'Donnell, President, Mark Weber, long-time Board member, and their newest member, Michael Zachowicz.

Mr. Bordonaro commented that what is on everyone's mind is if we are going to make it through this challenging budget. He stated he realized in the urgency of the time, the 1.6 million dollars may not be a reality, but feels we must advocate for whatever we can get. He urged the Board to advocate on not only the Library's behalf but the public's behalf. Trustee Junczewicz inquired if he received any comments from his constituency since the closing of the branch on William Street. Trustee Mark Weber replied it has had a negative effect on the area stating many seniors and young families had used the facility who were within walking distance, and it is now more difficult for them to get to one of the other two branches. He commented their circulation numbers are strong at both branches but it has had a negative effect on that particular section of town.

Agenda Item H - Unfinished Business. No unfinished business.

Agenda Item I - New Business.

Agenda Item I.1 - Reappointment of Mary Jean Jakubowski. Director Quinn-Carey presented this resolution explaining Ms. Jakubowski is up for renewal of her contract at the end of this year and she strongly recommends we extend her contract and be reappointed for another three years. Ms. Panty moved and was seconded by Ms. Thomas. Approval was unanimous. A round of applause was received.

#### RESOLUTION 2008-50

WHEREAS, the Director has determined that the performance of Deputy Director Chief Operating Officer Mary Jean Jakubowski has been exemplary, and

WHEREAS, Ms. Jakubowski has indicated a willingness to accept another three-year appointment, now therefore be it

RESOLVED, that the Board of Trustees hereby approve the appointment of Mary Jean Jakubowski to the position of Deputy Director – COO for a three-year appointment, effective January 1, 2009.

Agenda Item I.2 – Accepting Regional Bibliographic Database Funds. Deputy Director Jakubowski explained this resolution is an additional \$1,628 of RBDB funds which comes from the Western New York Library Resources Council. She pointed out we applied for these funds for 2009, but they were so impressed with this particular project that they chose to fund it this year. Ms. Juncewicz moved. Ms. Thomas made a second and approval was unanimous.

RESOLUTION 2008-51

WHEREAS, the Library has been awarded an additional New York State Regional Bibliographic Database grant in the amount of \$1,628.31 and

WHEREAS, grant proceeds will support the fund *“Images from the Newman Collection of Photographs of Vanished and Vanishing Buffalo,”* and

WHEREAS, a grant budget needs to be established to undertake this project, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library establish a Regional Bibliographic Database grant budget in the following amounts:

Revenue	\$1,628.31
Grant Program Expenditures	\$1,628.31

Agenda Item I.3 – Variance Request: NYS Minimum Standards. Ms. Jakubowski announced this resolution is a recurring request and will allow the B&ECPL to seek a variance from New York State Minimum Standards for the Boston Free Library. She explained the population in the Boston area has increased, as such they do require an M.L.S. for a library director. Laura McLeod, currently in that position, does not have an M.L.S. so subsequently a variance is required on an annual basis. This resolution allows for the application and continuance of having Ms. McLeod in that position. Ms. Panty moved, Ms. Pordum seconded, and approval was unanimous.

RESOLUTION 2008-52

WHEREAS, the Board of Trustees of the Boston Free Library reported it was unable to meet standard #11 (employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8) of the New York State Minimum Standards for Registration of Public, Free Association and Indian Libraries, and

WHEREAS, while the Boston Free Library does employ a paid director, the educational requirements for that library changed when its chartered population increased from slightly below 7,500 in the 1990 census to slightly above 7,500 in the 2000 census and this change occurred several years subsequent to the incumbent's appointment, requiring a variance be requested, and

WHEREAS, as a member of the Buffalo and Erie County Public Library System, the Boston Free Library and Trustees receive the benefit of system provided MLS oversight for material selection and access to budget as well as personnel management expertise, and

WHEREAS, pursuant to regulation, the Boston Free Library has completed a variance request form and transmitted this form to the Board of Trustees of the Buffalo and Erie County Public Library for review and action, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Board Chair and the Director to sign and transmit the request from the Boston Free Library for a variance from the New York State Minimum Standards for Registration of Public, Free Association and Indian Libraries to the New York State Division of Library Development.

Agenda Item I.4 - Orchard Park Public Library Energy Project. Deputy Director Stone explained the Orchard Park Public Library approached us two years ago to do a number of improvements to the library, much of which the town funded and saved them a great deal of energy. The Board, back in June 2006, committed to the concept and thought it was a good idea to share savings. They wanted to add a boiler replacement and, in December 2006, we supported that. The project has grown to the point where the town went out and obtained a \$145,000 grant from the New York State Energy and Resource Development Authority to fund solar panels on the roof. This resolution would allow us to participate by providing a share of our energy savings. Ms. Juncewicz moved, Ms. Panty seconded, and approval of Resolution 2008-53 was approved unanimously.

RESOLUTION 2008-53

WHEREAS, at its June 15, 2006 meeting the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2006-30, which maintains that applying a portion of the Library's estimated utility savings resulting from energy saving improvements proposed by the Town of Orchard Park for the Orchard Park



Public Library to assist the Town in financing those improvements would be in the collective interest of B&ECPL, Orchard Park Public Library and the Town of Orchard Park, and

WHEREAS, since that time, the Town, Orchard Park Public Library trustees and staff and B&ECPL staff have worked collaboratively in this endeavor, including adding additional energy saving improvements pursuant to and the B&ECPL Resolution 2006-70 adopted on December 21, 2006, and

WHEREAS, as project planning moved forward, the Town of Orchard Park successfully implemented a solar panel system on a town maintenance facility, funded in large part by a New York State Energy and Research Development Authority (NYSERDA) grant and obtained a commitment from NYSERDA to fund \$145,360 of the \$186,663 cost for a solar system on the Library roof, and

WHEREAS, the Town and Orchard Park Public Library Board support adding this improvement to the project, and

WHEREAS, since the utility costs for the Orchard Park Public Library are paid through the B&ECPL budget, energy cost savings from the proposed measures would accrue to the B&ECPL, not the Town of Orchard Park, and

WHEREAS, the energy saving improvements detailed in the attached Exhibit 1 will significantly improve the user experience in the Library and generate significant energy savings over the 20-25 year useful life of the major components, now, therefore, be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves participating in this project, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Board Chair to execute an agreement with the Town of Orchard Park pursuant to the terms and conditions listed in Exhibit 1, and be it further

RESOLVED, that the Library Director or her designee is authorized to submit this agreement to the Erie County Fiscal Stability Authority for their review and action.

## Resolution 2008-53 - EXHIBIT 1 Buffalo & Erie County Public Library Orchard Park Library

### Payment Terms - Energy Project Support

Scheduled Payment	Rate Factor	Description
<b>\$24,415</b>		<b>Year 1 Payment Amount</b>
\$25,147	3%	Year 2 Payment Amount
\$25,901	3%	Year 3 Payment Amount
\$26,678	3%	Year 4 Payment Amount
\$27,478	3%	Year 5 Payment Amount
\$28,302	3%	Year 6 Payment Amount
\$29,151	3%	Year 7 Payment Amount
<b>\$187,072</b>		<b>Total of Payments</b>

**Payment Timing and Terms:**

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- 1 Payment would be based upon estimated energy savings per CJ Brown and Solar Liberty (schedule attached).

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  - 2 1st year payment would be made within 30 days of Town certifying project completion (which includes all energy saving components fully operational).

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  - 3 1st year payment amount will be \$24,415.

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  - 4 2nd through 7th year payments shall be due 30 days after utility usage data for the prior year is available.

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  - 5 Scheduled payment amount for years 2 through 7 will grow by 3% from the prior year scheduled payment amount.  
Actual payment amount for years 2 through 6 will be adjusted downward by the difference between the prior year payment to the amount of actual documented energy savings for the prior year if energy savings are less than the prior year payment. The difference will be tracked as a shortfall balance. If energy savings exceed the scheduled payment, the difference will be tracked as a surplus balance. The tracked surplus balance may, at the Town's discretion, be used to offset a future year shortfall or, by mutual agreement, be applied to offset future payments to shorten the repayment term. In any event, total payments will not exceed \$187,072.

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  - 7 Documented energy savings for each year shall be calculated by deducting actual energy usage for the year from the five year base average usage of 275,179 kwh electric and 1,252 Mcf natural gas and multiplying the resulting amounts by the average cost per kwh (electric) and Mcf (gas) paid in said year (schedule attached).  
Actual payment amount for the final year (year 7 per the payment schedule or an earlier year if excess energy savings are utilized to reduce the term) would consist of two payments: 1) the first payment will be equal to the lesser of: a) the prior year actual payment amount adjusted downward if actual documented energy savings for the prior year is less than prior year scheduled payment amount OR b) the remaining balance to achieve a total of payments of \$187,072.

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  - 8 This payment would be due within 30 days after utility usage data for the prior year is available; and 2) the second payment will equal the difference between the first payment and the scheduled year payment amount unless the combined total of the two payments exceeds either the actual energy savings for the scheduled year or the \$187,072 cumulative total of payments in which case the second payment would be adjusted downward so that the total of the two payments equals actual documented energy savings for the year or the cumulative total of \$187,072. The second payment will be due within 30 days after utility usage data for the final year is available.

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  - 9 If at the end of the seven year term, a cumulative shortfall balance still exists, the Library will share up to 50% of actual documented energy savings in years 8, 9 and 10 to reduce the shortfall balance.

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  - 10 Any obligation on the Library's part will cease at the end of year 10.

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  - 11 **Total of all payments under this agreement shall not exceed \$187,072.**

## Resolution 2008-53 - EXHIBIT 1

### Identified Energy Savings by Component

Estimate Source	Est Savings Year 1	Description
C.J. Brown Study		
1	\$2,318	Reduce Night Temp Setback
2	546	Reduce Exhaust Fan Op Hours
3	589	Weatherstrip Windows & Doors
4	499	Install Boiler Reset Controls
5	184	Install LED Exit Signs
6	896	Retrofit Fluorescent Fixures with Reflectors
7	2,734	Replace Mercury Vapor lighting with Fluorescent Fixtures
8	5,061	Install T-8 lamps and electronic ballasts
	<b>\$12,827</b>	
	406	Replace Exterior Lighting (included in project but not originally recommended by CJ Brown)
<b>Subtotal Original CJ Brown Study</b>	<b>\$13,233</b>	
12/5/2006 CJ Brown Fax	\$5,720	Replace 2 Boilers with high efficiency units (assumes \$2,860 savings per boiler)
<b>Total CJ Brown Estimates</b>	<b>\$18,953</b>	
No estimates provided for these measures		6 motion switches to control lighting and 6 250w Metal Halides for Exterior Lighting Replace Windows Replace Doors Typically Door and Window replacements are VERY long payback items estimated in the original C.J. Brown Study at 25 years or longer - minimal savings per year. Replacement necessitated more by window conditions and interior comfort rather than energy savings. Install Air Handling Economizer Control for Boiler
9/17/2008 Revised Solar Liberty Estimate - Year 1 Net Annual Cash Flow (Pg 8 of 15)	\$5,462	Install Solar Panel System on Roof of Library per Solar Liberty Proposal dated 9/17/2008. Total Est Cost \$186,663, less NYSERDA incentive of \$145,360, less reallocation of roof construction grant balance \$14,506 = balance of <b>\$26,797.</b>
<b>TOTAL</b>	<b>\$24,415</b>	<b>Year 1 Payment Amount</b>

## Resolution 2008-53 - EXHIBIT 1

### Orchard Park Library

#### Five-year Base Electric and Natural Gas Usage

ORCHARD PARK PUBLIC LIBRARY 4570 South Buffalo	Electrical Energy (kwh)		Natural Gas (Mcf)
2003 - 2004	289,804		1,487
2004 - 2005	276,210		1,133
2005 - 2006	279,520		1,190
2006 - 2007	267,431		1,217
2007 - 2008	262,932		1,233
<b>Total Usage for Five-Year Period</b>	<b>1,375,897</b>		<b>6,260</b>
<b>Average Annual Usage</b>	<b>275,179</b>		<b>1,252</b>

**Electric Usage August through July**

**Natural Gas Usage September through August**

In closing, Chair Buck encouraged trustees to complete a trustee survey if they had not done so already and hand it in as soon as possible. Additional surveys were available on the table.

There being no further business, on motion by Ms. Panty with a second by Ms. Summer, the meeting adjourned at approximately 4:52 p.m.

Respectfully submitted,

Frank Gist,  
Secretary