

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
July 15, 2010

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, July 15, 2010, in the Central Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair
Jack Connors, Vice Chair
Frank Gist, Secretary
Richard L. Berger (via telephone)
Phyllis A. Horton
Anne M. Leary
Hormoz Mansouri
Elaine M. Panty
John G. Schmidt, Jr.
Judith K. Summer
Wayne D. Wisbaum

Absent: Sheldon M. Berlow
Rick Lewis
Albert L. Michaels
Mario J. Rossetti

Chair Sharon A. Thomas called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room. Trustee Berger was in attendance via conference call.

Agenda Item B – Agenda/Changes to the Agenda. There were no changes to the proposed agenda.

Agenda Item C – Minutes of the Meeting of June 17, 2010. Minutes were approved unanimously, as mailed, by Mr. Connors and a second by Ms. Panty.

Agenda Item D – Report of the Chair. Ms. Thomas encouraged Board members, if they hadn't done so already, to make their annual donations to the Library. She asked trustees to give some thought if they would be interested in serving on the Library Trustees Association of New York State board which meets in Albany in September, November, January and March on Friday evenings and the following Saturday morning/afternoon and let her know if they were interested.

Trustee Leary arrived at approximately 4:08 p.m.

Ms. Thomas reported she, Director Bridget Quinn-Carey and Deputy Director Kenneth Stone met with Legislator Thomas Loughran on June 23rd. This meeting was regarding an issue where he thought the Library was going to use the \$750,000 restored funds to the Library's budget on the Brighton Library. Ms. Thomas pointed out this was something that could not happen; if the Library had used the money in that particular way, there is no way we could have sustained that branch. Trustee Panty asked if that meant we were not going to receive the money. Mr. Stone said we have not received it at this point and could not say for certain whether we would receive it or not.

Mr. Connors invited trustees to the next Building Oversight Committee on July 29th at 11 a.m. at the Central Library where they will be meeting with the Town of Tonawanda Board Chair, David Dietz, and Library Director, Kate Weeks, to clarify what the Board's position is on this.

In response to a question by Trustee Mansouri, Mr. Stone conveyed the Town of Tonawanda Library contacted Ms. Quinn-Carey last week to brief her on a possibility they have of an existing facility to provide library service. They do not have a lot of details at this time; this will also be discussed at the July 29th Building Oversight Committee meeting.

Trustees Schmidt and Wisbaum arrived at approximately 4:13 p.m. and 4:14 p.m., respectively.

Trustee Mansouri inquired about a prior commitment by the Library concerning this. Mr. Stone explained while the town had drafted a draft agreement for consideration by the County, the County did not on its end execute any agreement. None of those back and forth discussions involved the System Board which has responsibility for providing operating funds. There is a lot of confusion on that issue. Back in 2005, the former County Executive made a commitment regarding consolidation and funding he was unable to fulfill because of the budget crisis. While this was put in the County capital budget, they never borrowed funds to provide the money.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Connors reported on the July 8th Executive Committee meeting.

There was a quorum and Ms. Quinn-Carey presented Resolution 2010-28 for approval. This authorization enabled the Library to establish a grant budget for a second Erie County Fiscal Stability Authority (ECFSA) grant to complete Radio Frequency Identification (RFID) implementation in all System Libraries. The budget amendment was needed as soon as possible as ECFSA grant approval was given in June. Ms. Leary

moved to accept, Mr. Berlow seconded. Resolution 2010-28 was unanimously approved.

Ms. Quinn-Carey provided an overview of the 2011 budget process and requested general guidance for the 2011 budget preparation from the Executive Committee. The Committee provided feedback to assist in developing the budget guidance resolution that will be presented to the Board at the July 15, 2010 meeting. Mr. Stone will set up a Budget and Finance Committee meeting in July to discuss the 2011 Budget. Budget targets are expected from the County Executive by mid-July.

The Committee reviewed the agenda for the July Board meeting and the meeting adjourned at 5:10 p.m.

Agenda Item E.1.a – Establish Grant Budget: Additional ECFSA Incentive Grant for Radio Frequency Identification (RFID). This resolution was approved by the Executive Committee unanimously on July 8, 2010 and was transmitted in the Board packet on July 9th.

RESOLUTION 2010-28

WHEREAS, pursuant to Library Board direction, the Library requested and in February 2009 was awarded a \$1.7 million Erie County Fiscal Stability Authority (ECFSA) Incentive Grant to achieve substantial recurring cost savings and improve customer service by implementing a state-of-the-art Radio Frequency Identification system (otherwise known as RFID) at 13 library locations, and

WHEREAS, the Library is successfully implementing RFID technology in the 8 Buffalo Branches, 4 Amherst libraries and the Central Library under the 2009 incentive grant, and

WHEREAS, an additional 8 contracting library locations have obtained New York State Library Construction grant funds, matched by system grant match funds to implement this technology, and

WHEREAS, on June 17, 2010 the Library submitted an Erie County Fiscal Stability Authority Incentive Grant Application seeking \$1,044,797 to allow the Buffalo & Erie County Public Library to implement this technology at the 16 library locations not yet funded by another grant source, completing a system-wide conversion to this new technology, yielding additional productivity and public service improvements that can only take place when conversion is complete at all locations, and

WHEREAS, on June 23, 2010 the Finance Committee of the ECFSA reviewed the application and voted to recommend approval of the Library's Efficiency Grant to the full Erie County Fiscal Stability Authority, and

WHEREAS, on June 29, 2010 the ECFSA voted unanimously to approve the Library's Efficiency Grant application for the \$1,044,797 amount requested, and

WHEREAS, under ECFSA's procedures, the next step in the grant process involves seeking Erie County Legislature authorization to accept the grant which would then allow a Library fund grant project budget to be established, and

WHEREAS, to ensure timely action on this request given the Erie County Legislature's meeting schedule for July, it is necessary to act on this item prior to the next full Library Board 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," now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library is pleased to affirm its desire that the grant be accepted and budgeted, and be it further

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library directs the Library Director and/or her designee to prepare the necessary documents, seek all needed approvals to accept the grant, establish a corresponding Library fund grant budget and implement the project.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director Kenneth Stone presented Budget and Finance Committee items.

Agenda Item E.2.a – Amend 2010 Budget: Budget Retirement Amortization Payoff Revenue and Expense. Mr. Stone went over the details of this resolution noting it saves the Library its share of \$68,000 over the period and more importantly eliminates a \$102,492 recurring expense in 2011, 2012, 2013, 2014 and 2015. The County agreed to apply its General Fund 2009 Ending Fund balance to pay the share for the Library. This resolution builds the funds into the Library's budget. Ms. Panty moved, Mr. Gist seconded, and approval of Resolution 2010-29 was unanimous.

RESOLUTION 2010-29

WHEREAS, earlier this year, Erie County elected to take an early payoff option offered by the New York State Retirement System on a retirement amortization series that would have otherwise extended through 2015, and

WHEREAS, paying the Library share principal balance of \$443,735 in 2010 eliminates future year payments of \$102,492 in 2011, 2012, 2013, 2014 and 2015,

saving the Library \$68,725 over the period and eliminating the \$102,492 recurring cost in 2011 and beyond, and

WHEREAS, pursuant to the County Administration's recommendation, supported by the Erie County Legislature Finance and Management Committee's April 26, 2010 recommendation, the Erie County Legislature designated 2009 ending County General Fund balance in the amount of \$8,354,170 to be used to fund the principal balance payment, including the \$443,735 principal balance of the Library's share, and

WHEREAS, the Library wishes to adjust the operating budget to reflect this change, now, therefore be it

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

SAP Account	Current SAP Budget	Revenue and Expense Change	Revised Budget
SAP #486000, Interfund Subsidy Revenue	750,000	443,735	1,193,735
SAP #502100, Retirement Expense	1,210,898	443,735	1,654,633

Agenda Item E.2.b – Consolidated NYS Library Aid 2010-2011 Application. Mr. Stone remarked that although there is no state budget yet, the state library needs us to apply and fill out an online form for our state aid so when a budget is approved, the state can begin disbursing payments. The Library receives typically 90% of that aid not long after the state's budget is approved. The application was sent to trustees via e-mail or U.S. mail for those with no e-mail prior to this meeting. Mr. Stone noted the figures in the application are incorrect because they are based on the statutory rates and we know that we are expecting some budget reductions from the state. On motion by Ms. Horton and a second by Ms. Panty, approval of Resolution 2010-30 was unanimous.

RESOLUTION 2010-30

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid, and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and has provided funding for many years, and

WHEREAS, each year an application must be transmitted to the state to receive most categories of these funds, and

WHEREAS, the State Library on June 28th issued the instructions indicating that the State Library has not yet finalized allocations as a state budget had yet to be adopted and asked that the applications be submitted using existing statutory figures to avoid a delay in the initial disbursement of funds once a budget is approved, and

WHEREAS, the application process requires a number of assurances be provided by the Buffalo & Erie County Public Library Board of Trustees, now therefore be it

RESOLVED, that Central Book Aid received in 2009, pursuant to article 273.1 (b) (2) of Education Law, has been expended for adult non-fiction materials in non-print, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees has reviewed and approves the budget application for the state-funded Central Library Development and Book Aid grant, and be it further

RESOLVED, that the Buffalo & Erie County Public Library has on file at System headquarters a signed Authentication of Annual Application form from each State Correctional Facility in the System's service area in support of the application for State Correctional Facilities Aid subsequent to a meeting with representatives held on June 23, 2010, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the Proposed State Aid Budget Application and Budget Narrative have been reviewed and accepted, and be it further

RESOLVED, that the Library Director transmit the completed State Aid Budget Application and Budget Narrative to the State Division of Library Development.

In response to a question by Trustee Schmidt if the Library had any idea of what the figures would be for 2010, Mr. Stone replied the aid in the main operating budget is probably going to be in the neighborhood of just over 2 million dollars plus about \$600,000 in grant funds. The Governor's initial proposed budget had proposed about a 3% decrease; the Library budgeted for a 1% decrease. It is anybody's guess as to what it will be.

Agenda Item E.2.c – 2011 Budget Guidance. Mr. Stone reported the Library expects to receive 2011 budget instructions and targets from the Erie County Budget Office July 16th with the budget being due in mid-August. He explained this resolution authorizes the Budget and Finance Committee to approve the budget request when it meets on July 29th at 1 p.m. because the full Board will not meet again until September and the budget is due mid-August. The resolution before trustees provides general guidance that basically says to maintain the existing levels and ask that the \$750,000 that was approved by the Legislature in the budget this year be incorporated into a base budget in 2011. Ms. Panty moved and was seconded by Ms. Horton. Approval was unanimous.

RESOLUTION 2010-31

WHEREAS, as of July 8th, the Library had not yet received Year 2011 budget instructions and preliminary targets from the Erie County Budget Office, and

WHEREAS, said instructions are expected to be received on or about July 16th, with the budget request due to the County on August 13th, prior to the Library Board's next scheduled meeting, and

WHEREAS, in order to provide a timely response to the County, budget preparation and review alternatives were discussed with the Board's Executive Committee, and

WHEREAS, the Library desires to continue efficiency based realignments and strategic investments in County-wide literacy services, cultural tourism opportunities, and programs to assist our patrons meet the economic challenges of today's economy which all directly relate to the Library's mission, and

WHEREAS, the Executive Committee recommends that Library Trustees articulate guidelines for preparing the 2011 budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines; provide for review of the draft budget by the Budget and Finance Committee, which would provide direction to the Library Director in finalizing the budget submission to Erie County as close to the deadline as committee meeting schedules and preparation time will allow, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director, in cooperation with the Budget and Finance Committee, to complete the 2011 budget request utilizing the following guidance:

- Request the 2010 funding of \$750,000 restored via interfund subsidy in the County's adopted 2010 Budget be incorporated into the Library Tax Levy in the 2011 Budget to allow the Library to maintain service levels in the face of continuing high usage from patrons impacted by the struggling local and national economies, and be it further

RESOLVED, that the Director transmit the resulting request to the County of Erie's Division of Budget, Management and Finance as close to the deadline as schedules and preparation time will allow.

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for the period ending May 31, 2010 was included in the Board packet for information. Mr. Stone pointed out the Library is operating within budget, both meeting salary savings targets and revenue estimates at this point.

Agenda Item E.3 – Development Committee. The Development Committee met on June 25th. Trustee Anne Leary, Chair of this Committee, acknowledged it has become very apparent the need to establish a development goal within the Library's strategic goals until a new strategic plan is written. While they are intertwined with the other goals, the Committee plans to sit down at the next Development Committee meeting with staff and as talked about at the Executive Committee meeting, to attempt to write an overall development goal. The Committee would like to pull out all the development issues from the seven library goals the staff are working on, and put them into one development goal. Ms. Leary addressed the fact that there is very little staff for development; short-term the Library has Deputy Director Stanton Hudson who is also in charge of Communications and PR for a very large system, and that doesn't leave a lot of time for development. The Committee needs to come up with innovative ways to raise funds from the private sector.

Trustee Summer remarked she feels it is very important for the Library to look at programming as a means for revenue producing. Ms. Leary added they have put this into the development goal but feels it needs to be determined what the Library's needs are and how much needs to be raised.

Agenda Item F – Report of the Director. While Director Quinn-Carey was not in attendance at the Board meeting, a written report by the Director was transmitted to Board members prior to the meeting. Deputy Director-CFO Kenneth Stone updated trustees on work being done at the Niagara and E. Delavan Branch Libraries through the NYS Construction Grant and commented work will be done at the Dudley Branch Library next. They are also working with National Grid who has a program for lighting and retrofitting that may help in the basement meeting rooms of both Niagara and E. Delavan Branch Libraries and they will look at the Crane Branch Library as well.

Assistant Deputy Director Ann Kling briefed trustees on the upcoming *Battle of the Books* Saturday, August 7th at E.C.C. South Campus beginning at 8:30 a.m. She encouraged trustees and their friends/families to volunteer to be readers for this event as there is a shortage of readers. Ms. Kling will send an e-mail to trustees regarding this.

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

Report of the Director July 15, 2010

Goal 1:

Ensure that every Library in the System is a key destination for exciting and enriching programs and events

System Public Services and Central Library

Once again, the brightest highlight of June was the *Summer Reading Kickoff - Block Party* held on Saturday, June 19th. Well over 200 children of all ages attended. The system-side "Design a Bookmark" contest winners (Elisa Cremean, Central; Christine Wolford, Lancaster; and Lucas Colon, Audubon) were awarded their prizes by Library Director **Bridget Quinn-Carey** at the opening ceremony. Visitors visited the tables of the community organizations including Explore and More Children's Museum, EPIC, EOC, Urban Roots, Audubon Society, Buffalo Museum of Science, Botanical Gardens, Girl Scouts, SPCA, Literacy Volunteers and Mayor Byron Brown's Summer Reading Challenge. Amherst, West Seneca, Orchard Park, Clarence, Julia B. Reinstein, Grand Island, Hamburg and the Buffalo Branch Libraries participated with fun activities and information about summer programs. Other attractions that day included a fire truck, Nickel City Reptiles, Mick Cochrane (author of *The Girl Who Threw Butterflies*), karaoke, story times, games and a barbecue. And what has now become a tradition, Miss Lucy from Audubon opened the Block Party with a rousing, singing parade through the Central Library!

At a lunchtime program on June 24th associated with the *In the Garden* exhibit, Tim Frerichs, an Associate Professor of Art in the Department of Visual Arts and New Media at SUNY Fredonia, spoke about his experience as a visiting artist in Linnaeus' Gardens in Uppsala, Sweden. A sample of Tim's work is included in the exhibit. There was an actively engaged audience of approximately 25.

On June 15th, **Carol Pijacki** presided at the Literally Speaking Lunchtime Discussion where Popular Materials Librarian **Michelle Snyder** led the discussion of *The Perks of Being a Wallflower* by Stephen Chbosky.

Programming and Outreach Librarian **Dan Caufield** and Reference Services Librarian **Glenn Luba** helped coordinate and spoke at a SCORE workshop held in the Central Library meeting room.

Programming and Outreach Librarian **Kara Stock** and Central Reference Librarian **Bruce Weymouth** staffed a library informational table at the Citybration Career Fair at Erie Community College, City Campus. Kara presented a "Job Resources at the Library? Yes!" workshop at the Citybration Career Fair.

June 23rd - Programming and Outreach Librarian **Dan Caufield** helped coordinate and acted as facilitator at the annual meeting of negotiations between the Buffalo & Erie County Public Library and the New York State Department of Correctional Services. Representatives from Buffalo, Collins, Gowanda, and Wende Correctional facilities were present and discussed ordering/reserving materials and programming opportunities. The meeting ended with all parties signing an agreement once again creating a partnership between B&ECPL and the state correctional facilities.

Buffalo Branches

Crane Branch

- Crane Library's Wordflight Poetry series had a record crowd this month with 29. Following a summer break the series will resume in September.
- After a brief toddler preschool break – programs returned to the Crane Library on June 24th.

Dudley Branch

- Librarian **Matthew Kochan** held the first meeting for *Battle of the Books* on June 1st. The Library is very pleased to have an active team of 9 children.
- The spring session of *Branched Out Science* concluded early in the month and there was also a one-time *Family Fun Night* offered by the Buffalo Museum of Science on June 8th
- *Teen Gaming* is being held on Thursday evenings, offered on a walk-up basis. The library purchased a new game for the Wii, Mario Party 8.
- Clifford the Big Red Dog visited the library on June 15th. He arrived with Sherry Byrnes from WNED. His visit was a big success. Many children had their picture taken with him. Thanks to Dudley Page **Nico Tripp** for stepping into the role and doing such a good job with it!
- *Partners Book Club* was held at Dudley on June 14th and East Clinton on June 17th. The book this month was Bill Bryon's *A Walk in the Woods*. No one attended the Dudley session, but East Clinton had about 5 or 6 active participants. Branch Manager **Kathryn Galvin** led the discussion.
- **Matthew Kochan** and Page **Rebecca Montano** represented the Dudley and East Clinton Branches at the *Summer Reading Kickoff - Block Party* at the Central Library on Saturday, June 19th.
- Books for Mayor Byron Brown's Summer Reading Challenge have been gathered in one display area for ease in selection. The branch has been purchasing these

and other reading list books in order to offer the students plenty of choices for summer reading.

- The island display for June features a capsule collection of urban fiction and an in-house display of adult fiction to promote the Adult Summer Reading Program.

East Clinton Branch

- The East Clinton Branch held its annual book sale in June. It was a weeklong affair that netted the library \$567.
- The Buffalo Museum of Science presented 2 programs at the East Clinton Branch in June 2010; *Young Scientists* series on Wednesday, June 2nd - only 1 in attendance and *Family Fun Night* on Monday, June 14th - 8 children and 2 adults in attendance.
- Preschool Storytime began its summer series on Tuesday, June 29th.
- **Matthew Kochan**, as coach of the East Clinton/Dudley Battle of the Books team, held 1 informational meeting and 3 practice sessions in June at the East Clinton Branch. East Clinton has 2 teams who practice at the branch on Wednesday evenings.

Merriweather

- On June 11th, Senator Thompson held his annual David Evans Jr. Scholarship Award program.
- On June 16th the Women's Society of the Unitarian Universalist Church of Buffalo was given a tour and presentation.

Niagara Branch

- On Wednesday, June 2nd, Niagara Branch Librarian **Brian Hoth** visited CAO Head Start at Ferry Center. Books were read to 3 classes of 52 students and their teachers.
- On Monday, June 7th, **Brian Hoth** visited CAO Head Start at The Old First Ward Community Center. Brian presented a program to 2 classes of 39 children and their teachers. Brian read stories and did activities related to summer.
- On Wednesday, June 10th, **Brian Hoth** and Practicum Student Emily Wopperer made their monthly visit to Holy Cross Head Start. Emily read books about summer to 9 preschool classes of 112 students and teachers. The kids enjoyed our visit and are looking forward to having the summer off. Brian will be back in the fall.
- On Monday, June 16th, **Brian Hoth** and Emily Wopperer visited D'Youville Porter Campus @ PS 77.
- On Saturday, June 19th, **Brian Hoth** and Emily Wopperer attended the *Summer Reading Kickoff - Block Party* at the Central Library. They sat at a table with **Matt Kochan** and Senior Page **Rebecca Montono** from the Dudley and East Clinton

Branches promoting summer programming and providing giveaways to those in attendance.

- On Monday, June 21st, a class of 32 3rd grade students and their teachers visited the Niagara Branch from Herman Badillo Bilingual Academy (School 76) for a program on Habitats. Emily Wopperer held the program in Prospect Park and enlightened the class with facts about various regions of the world. Activities included: looking at pictures of animals and identifying which habitat they lived in, animal charades and a word puzzle. Fifty-six library card applications were processed.
- On Wednesday, June 23rd, **Brian Hoth** met with representatives from Upward Bound @ D'Youville College - a federally funded program working with at risk teenagers from International Preparatory School at Grover who want to succeed in post secondary education. Two groups of teens, 13 to 20 years of age, will be visiting the branch on Mondays and Wednesdays for 1 hour periods throughout the summer. Brian will conduct tours and provide library usage instruction. The teens will participate in the Mayor's Summer Reading Challenge, as well as the Teen Summer Reading Program and *Read Down Your Fines*.
- A big thank you goes out to Shipping Supervisor **Rich Pirie** and the Shipping Department for delivering several boxes of discarded books to Friends of the Night People. The adult fiction books were the remainder from North Park Branch Library's book sale. Appreciation also goes to Branch Manager **Dale Schmid**. The organization's Executive Director Joe Heary also expressed his appreciation for the donation.

North Park Branch

- **Dale Schmid** held class visits for 3 of School 64 kindergarten classes in June. Total Attendance: children - 59, adults 10.
- Sarah from the Buffalo Museum of Science presented a *Branched Out Family Fun Night* at North Park Branch Library on June 11th. Eight patrons learned about trees, made a necklace from a tree cross-section and the young participants drew a tree.
- On June 10th, **Dale Schmid** attended *PBS Ready to Learn* seminar at the WNED Studios.

Riverside Branch

- Library Associate **Sean Goodrich** showed several movies - *Alice in Wonderland*, *The Spy Next Door* and *The Lion King*. Thirty people came to see the movies.
- **Sean Goodrich** held a gaming session. Five kids attended the program that day.
- The Buffalo Museum of Science held a *Family Fun Night* at the library. Six persons attended the program.
- The Riverside Business Association held their meeting in the library's Community Room. Seven people attended the meeting. There will be a summer recess in July and August.

- **Ian Schoff** taught 3 courses at Riverside in June: MS Word for beginners, Basic Resume Maker and the Intermediate Internet course. Three people attended each session.
- **Sean Goodrich** gave a 45 minute library tour to 35 students from School 33. The intent was to familiarize them with the library's services. Sean also read a book to them.

Member Libraries

Boston Free Library – submitted by Laura McLeod, Library Manager

The Boston Free Library had a busy June. Collection analysis/development and the start of our summer programming were front and center. While library circulation and activities are up, the way our patrons use our services has changed. Most noticeably in the library's non-fiction and reference collections.

Weeding activities have continued through the spring. The dusty book reports being most helpful! We have reduced the size of our non-fiction and reference collections, and became the first library in the System to pull all VHS tapes from circulation. In some areas we have expanded: audio books, fiction, music CD's, Blu-Ray, DVD and special collections that support our increasingly popular children's programs.

Weekly meetings were held for our ever popular Battle of the Books team, and a well attended pajama party for area preschoolers was held. Even the staff joined the festivities wearing pajamas and carrying teddy bears!

Other events for the month included our library Book Club, as well as Erie County Legislator Lynne Dixon's monthly outreach meeting. Summer programming slingers were distributed to area schools, and programs are filling fast. In fact, several have waiting lists. Armed with Silly Bandz and beach sand, we plan to run 6 children's programs a week again this summer. Unfortunately, staff is stretched too thin to add additional programs.

Looking forward to another busy summer in the Boston Hills!

Lancaster Public Library – submitted by Jim Stelzle, Library Director

Programming for June included the following: 4 Teen Gaming programs, 3 Battle of the Books programs, a Youth Bureau Father's Day craft program, 1 adult book club reviewing the *Shack* by William Paul Young, a Friends Group meeting, 3 toddler programs, 4 preschool programs, 2 Dino Fudoli programs, 2 Girl Scout meetings, a Boy Scout meeting, a 2nd grade class visit from Cayuga Heights, an author talk by Mary Barton discussing her new book *The Rose*, a hands-on program showing what life was

like for the families living in the “Hull House” of Lancaster and a computer training class with the Cyber Train.

On the 3rd, 804 adult paperbacks were discarded using the “dusty book report”. On the 9th, Besch Electrical came out to repair the AC unit. It was low on refrigerant.

On the 16th and the 28th, Time Warner was at the library to complete the switch over to fiber optics. Network Support was also here on the 15th, 21st and 29th to ensure that the fiber optics switchover was ready. The new system was operational on the 30th.

Donna Kerr started her first day as the Lancaster Library’s new Senior Library Clerk on the 21st.

Work began on a color dot system for the music CD’s which emulates what was done for the picture book collection. The system was completed on the 28th.

Circulation was up 2% for the month. Our Children’s Librarian **Gwen Cassidy** was busy all month putting together programs and displays for the kickoff of the *Make a Splash @ Your Library* reading programs which includes special programming for kids from preschool to 5th grade.

Family programs scheduled for this summer include: Mr. J’s Magic Show, a mime show, a ventriloquist, Glenn Colton, Nature Ed-Ventures, Puppets on Parade, Master Magician Chuck Wonch and Niagara University Repertory Theater Company.

During June, the library had a “Guess the Number of Gum Balls?” contest with 390 entries.

Goal 2:

Build and maintain quality collections, both print and electronic, based on user needs and long-term vision for library collections

Information Services Department Senior Page **Charles LePrell** completed the merge and relocation of the (now) combined HSS and BST holiday collections; he also completed the move of the large print collection to its new area near the Children’s Department workroom.

Bruce Weymouth gave a tour for 2 University at Buffalo librarians on June 28th. The specific focus was on business resources and retrospective holdings.

On June 14th, Assistant Deputy Director for Special Collections **Peggy Skotnicki** and Assistant Deputy Director for Public Services **Ann Kling** attended a meeting about content changes to the Western New York Legacy site at the Western New York Library

Resources Council (WNYLRC). The B&ECPL has several digital collections mounted on this website.

On June 18th, **Peggy Skotnicki** and **Carol Pijacki** met UB Director of Music and Special Collections Nancy Nuzzo and Director of Technical Services for UB Libraries John Edens at Hamlin House to conduct a preliminary evaluation of archival materials of the Orpheus Singing Society (1869 - ca.1939).

On June 19th, **Peggy Skotnicki**, **Rhonda Konig** and **Suzanne Colligan** met with UB Librarian John Illardo to discuss possible technical options for managing the Local History file.

On June 19th, **Sue Cutrona** attended a bookbinding workshop at the Western New York Book Arts Center.

On June 24th, Grosvenor Room Librarian **Amy Vilz** attended a workshop, "Encoded Archival Description", at SUNY Albany. The workshop will assist the Rare Book Room in posting searchable finding aids on its website.

Information Services Librarian **Laura Ryan** attended "Next Generation OPACs" at WNYLRC on June 11th. At this workshop she met with representatives from LibraryThing, Chilifresh, and AquaBrowser and learned about various features of each product, such as including patron reviews in OPACs, patron virtual bookshelves, tagging titles to find related items and social networking capabilities of each.

Popular Materials Librarian **Keri Thomas-Whiteside** attended WNYLRC webinar "LibraryThing".

Goal 3:

Create a warm and welcoming approach in all aspects of library service through renovated and expanded facilities and streamlined services that guarantee quality user experiences

Focus: Facilities

City of Buffalo Capital Project Planning Process Also Under Way: Buffalo's capital project process begins in earnest this month, with requests for improvements to city facilities due to be submitted online by August 6th. The City of Buffalo's Department of Public Works (DPW) has jurisdiction over capital work at library facilities. **Chip Campbell** and **Kenneth Stone** have been working with DPW staff on branch improvement needs. A briefing of proposed needs will be provided to the Board's Executive Committee for their feedback. Hearings on proposed needs will take place by

mid-September, with Mayoral recommendations due out in November for Common Council consideration in December.

The Riverside Library purchased new furnishings and carpet through funds donated by Al De Benedetti. Patrons have commented favorably on the changes.

RFID implementation continues in the Buffalo Branches and in the Amherst Libraries. Work at the Central Library is commencing very soon.

Focus: Services

Central Library

- On June 11th, Buffalo Branches Manager **Linda Rizzo** and Children's Room Manager **Kathy Goodrich** attended a Family Fun Day at Southside Elementary School.
- Information Services Librarian **Renee Masters** met with Linda Wiecek, Olmsted Center for Sight; Joe Walters, Assistive Technology Specialist; Paul Jachimiak, Lions Club; and B&ECPL Assistant Deputy Director for Public Services **Ann Kling**, on June 2nd in the Disability Services Office at Central Library to discuss the accessibility needs of library users with visual impairments.
- On June 19th Programming and Outreach Librarian **Dan Caufield** answered a *Book a Librarian* request and met with user to discuss patents and small business issues related to inventors; on June 21st Dan answered a *Book a Librarian* request and met with user to discuss building a music studio and start up information about a recording business; on June 29th Dan answered a *Book a Librarian* request and met with a user regarding demographic and statistical resources to market his dance studio.
- Information Services Manager **Dorinda Darden** gave a brief introduction for the Financial Literacy class held at Central on June 24th. This class, which focused on budgeting, was presented by Beverly Moore from the Buffalo Urban League.
- Information Services Librarian **Bruce Weymouth** assisted Programming and Outreach Librarian **Kara Stock** at the Citybration Career Fair on June 25th.
- Information Services Librarian **Charles Alaimo** set up a map display of Delaware Park and the Olmsted Park's system in Buffalo and also set up a display of Shakespeare materials for the Shakespeare in Delaware Park summer festival.
- Information Services Librarian **Glenn Luba's** major focus this month has been devoted to the Foundation Center grant. He is working with B&ECPL Deputy Director /Chief Development and Communications Officer **Stanton Hudson** to complete the requirements for the WNY Grantmakers Association grant that requires access and training for the Foundation Center Collection. Glenn's responsibilities include preparing, registering, coordinating and presenting the classes at the 4 library locations where the online database is available.

- Information Services Librarian **Renee Masters** received 2 individual thank you notes from patrons for assistance provided at the Central reference desk!
- On Friday, June 11th, e-Branch Manager **Tim Galvin** and e-Branch Library Associate **Kathy Schultz** attended the first meeting of the ILLiad Special Interest Group at WNYLRC headquarters and discussed both technical and patron service issues.
- The Teen Room welcomed 737 visitors this month.
- **Glenn Luba** spoke to 14 attendants of the SCORE Business workshop on June 24th. The talk/tour consisted of pointing out the areas, collections, and services that the Library could help them in starting up their respective businesses.

Central Library Tours:

- **Charles Alaimo** on June 10th provided a tour for 1 teacher and 10 adult students from a Bryant and Stratton communications class.
- **Charles Alaimo** on June 12th provided a tour for 2 adults and 5 children from the Orchard Park Middle School Book Friends group.

Goal 4:

Key initiatives for 2010-2011

A. Literacy

Materials for Family Place programming at the Central and Niagara Branch Libraries have been ordered. Plans are moving forward for staff training featuring early childhood educator Dr. Ceprano, August 4, 2010. Parent-Child workshops have been scheduled at both locations for the fall of 2010.

The Buffalo & Erie County Public Library's first ever *Adult Summer Reading Contest* is off to an impressive start! Within the first week of the contest, there were 74 registered participants and 63 book reviews submitted. Programming and Outreach Librarian **Kara Stock** is monitoring the reviews for the Library System with assistance from Senior Page **Melissa Kania**. Because of great interest, the programming team has offered a separate Summer Reading Contest for staff.

B. Special Collections

In the Garden: The Art of Botanical Illustration is the current rare book exhibit that opened on June 1st and continues through September 26th. Comments in the Guest Register include:

- Wonderful Exhibit!
- Amazing!... Beautiful!... Lovely!... Stunning!
- Every exhibit you have is a treasure trove of rare, beautiful volumes
- Very Informative! Thank you

- Truly one of the most beautiful exhibits you have done (rivaling Audubon).
- I like the book with cannabis. I can't read Latin. What does it say?

Grosvenor Room Librarian **Carol Pijacki** mounted a display, *Songs in Bloom*, of sheet music and score books in support of *In the Garden*. Flowers, bugs and garden themes are featured in the song titles and lyrics.

Genealogy season is in full swing with many visitors eagerly researching their Buffalo roots.

Special Collections Related Programming:

The headline event to launch the *In the Garden* exhibit and Buffalo's National Garden Festival was Amy Stewart, author of *Wicked Plants*, who spoke to about 100 fans on June 26th. A question and answer session was followed by a reception for invited guests. Programming Librarian **Peggy Errington** worked with representatives from the Development and Special Collections Departments to coordinate Amy's visit in conjunction with the Library's current *In the Garden* botanicals exhibition and the National Buffalo Garden Festival.

Special Collections Tours:

On June 8th, Grosvenor Room Librarians **Sue Cutrona** and **Rhonda Konig** provided a tour of genealogy resources to 37 senior citizens from the RSVP University Express program.

On June 7th, 25th and 26th, **Carol Pijacki** provided 3 short tours for patrons, including out-of-state visitors from Colorado, Florida, and North Carolina.

On June 15th, Grosvenor Room Librarian **Amy Vilz** gave a tour of the Rare Book Room to a group of 6th grade students that focused on "what is a rare book?"

C. Career Resources and Skill Training

Public Training. Twenty-four Cyber Train sessions were conducted during June at 8 libraries. One hundred ninety-eight eager students took advantage of the free classes that included Internet Basics, Basic Computer Use, Google Search, Basic Word and e-Mail Online. In addition, 7 classes including several of the new Web 2.0 social networking classes were conducted in the Central Library Training Lab for 45 attendees. Surveys provided at the conclusion of each training are helpful in assessing the value and impact of the classes; the majority of participants note 100% satisfaction with the classes. Those with different ratings are reviewed for quality control and opportunity for continuous improvement.

June 16th & 25th - Programming and Outreach Librarian **Kara Stock** taught 2 "Job Resources at the Library" classes which highlight the library's career and job resources.

Due to the popularity of this class, Kara is preparing to present 5 of these workshops at various B&ECPL branches during July and August.

Goal 5:

Ensure long-term financial sustainability through public and private investments and create a culture of philanthropy within, and on behalf of, the Library System while enhancing the System's image and visibility throughout the County

2011 Erie County Operating Budget Process to Begin Soon: The following timetable was received via e-mail on July 6th:

- July 12 Last day to sign up for Budget Training Workshop.
- July 15 & 16 Budget Workshops and Training Sessions - detailed instructions will be reviewed.
- July 30 First clean-up of Personnel Runs due back to Budget.
- August 13 Last day for departments to submit budget in SAP. Access to SAP transaction code will be terminated.
- Sept. 13-15 Departmental Budget Hearings.
- October 15 Executive Recommended Budget released to Legislature.

Instructions, targets, guidelines and forms are anticipated to be released on or about July 16th, with budget requests due in mid-August. Options based upon identified needs will be presented for trustee guidance at the July meeting. The current poor performance of the national and New York State economies, combined with a yet to be settled state budget will likely make 2011 a very challenging budget year.

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 14th at 12:30 p.m. in the Legislative Chambers of Old County Hall.

Branch Manager Sandra Williams Bush was interviewed by a *Buffalo News* reporter while representing the Library at Juneteenth on June 19th and June 20th. The interview appeared in the *Buffalo News* on the 20th.

Library 2.0.

Facebook. The Central Library Facebook page attracted 56 new fans this month bringing the total to 1,918 and the site had 1,662 page views. Strategies for increasing fan interaction continue to be discussed and tested. June posts included plenty of information about Library events including: Bloomsday, the *Imagining Buffalo Niagara in the 21st Century series*, the National Buffalo Garden Festival, Citybration and more.

Following is one of many positive fan responses to the June "Meet a Staff Member" feature.

Buffalo & Erie County Public Library - Central Library



[Meet a Central Library Staff Member: Peter](#)

Did you know Mark Twain designed a unique and somewhat convoluted memory builder game based on the royal families of England? From illuminated manuscripts and miniature books to Shakespeare folios and Twain collectibles, there's always a surprise in the Rare Book Room and Mark Twain Room...



[Dietrich-Olivier Delrieu-schulze](#) Getting to check out three! Hawkwind albums confirmed that the b-10 central library is awesome! And now this! This is the best interview + answers I've ever read on facebook. Peter: famous.

Twitter. Our Central Library Twitter page @buffalolibrary currently has 1,167 followers. Tweets (short messages) mentioning the B&ECPL this month included:



[bschu1022](#) I jumped into the world of e-readers last night. So far, I'm loving my nook! (And the @[buffalolibrary](#)'s OverDrive subscription!)



[buffalo_ny](#) @[buffalolibrary](#) thanks for the message! The downtown library is one of my favorite places in [#buffalo](#)



[presskitten](#) @[buffalolibrary](#) That artwork of flowers is beautiful! Sure to be an interesting exhibit!

Imagining Buffalo Niagara in the 21st Century! Audio archives from the popular lecture/discussion series sponsored by the Center for the Study of Art, Architecture, History and Nature (C-SAAHN) held on the 2nd and 4th Tuesday of each month at the Central Library are now available for listening or downloading from the Library's web site. <http://bit.ly/aibwC3>

Goal 6:

Streamline workflows and promote system-wide opportunities for improving internal operations

Staff Development and Community Involvement

Information Technology Meetings/Conferences/Training:

- On June 1st and 3rd - Assistant Deputy Director **Carol Batt**, Information Technology Administrator **Toni Naumovski** and several key IT and Technology Support staff members participated in conference calls with SirsiDynix representatives to discuss software upgrade and Oracle server support issues.
- On June 3rd - Assistant Deputy Director **Carol Batt** attended a meeting of the Town of Tonawanda Building Advisory Committee. Discussion centered on the evaluation of 100 Colvin Woods as a possible site for a new library to serve town residents north of Sheridan Drive.
- On June 11th - Assistant Deputy Director **Carol Batt** and Technical Services & Technology Support Manager **Maureen McLaughlin** joined Library Director **Bridget Quinn Carey** in a discussion of OCLC products and services with Library Services Consultant Mary Sue Iddings.
- From June 25th to 28th - Assistant Deputy Director **Carol Batt** attended the American Library Association (ALA) Conference in Washington, DC. This national conference provided the opportunity to attend sessions presented by some of the country's premier and innovative professionals. Programs covered emerging technologies, best library practices and trending topics. Meetings were held with several key vendors. Trade show booths and vendor demonstrations provided a hands-on look at new products and services.

Special Collections Division Meetings/Conferences /Training

- From June 3rd to 5th - Grosvenor Room Manager **Suzanne Colligan** attended the New York State Historical Association's conference in Ithaca which featured presentations on state history with a small concentration on Western New York.
- From June 7th through 18th - Rare Book Librarian **Amy Pickard** attended the University of Illinois' Midwest Book and Manuscript Studies (MBMS) program to continue coursework focused on rare books, for the eventual achievement of a Graduate Certificate in Special Collections. The courses were Reference Sources for Rare Books and Descriptive Bibliography both taught by Joel Silver, Librarian and Curator of Books at the Lilly Library of Indiana University.
- On June 8th - Grosvenor Room Librarians **Sue Cutrona**, **Carol Pijacki**, **Rhonda Konig** and **Suzanne Colligan** attended a presentation on the resources at the local Latter Day Saints (LDS) Center.

- On June 8th - **Sue Cutrona** and **Rhonda Konig** received a tour of the genealogical records available at the Erie County Clerk's Office.
- On June 15th - **Rhonda Konig** and **Sue Cutrona** attended an Ancestry.com webinar entitled "Finding Females in Your Family Tree."
- From June 22nd through June 25th - **Peggy Skotnicki** attended the Rare Book and Manuscripts Section of the American Library Association conference in Philadelphia. With a theme of "Join or Die: Collaboration in Special Collections," the preconference provided ideas that can be implemented at B&ECPL and the Rare Books Commission as well as generating many contacts.

Public Services Meetings/Conferences/Training

- On June 2nd and 3rd - Buffalo Branches Manager **Linda Rizzo** completed courses for the NYLA Leadership and Management Institute. They include "Fundraising and Board Relations" and "Budgeting."
- On June 10th - **Linda Rizzo** along with several B&ECPL staff members attended a presentation at WNET entitled "PBS Ready to Learn: The Power of Public Media."
- Information Services Librarians **Charles Alaimo**, **Michelle Hurley**, **Kristi Klier**, **Elaine Kopecky**, **Glenn Luba**, **Andrew Maines** and **Angela Pierpaoli** and Central Library Manager **Nancy Mueller** attended the "Mental Health Issues and Public Service" training presented by Missy Eloff from Victory Baker Services on June 22nd; Information Services Manager **Dorinda Darden**, Information Services Librarians **Renee Masters**, **Laura Ryan** and **Bruce Weymouth** attended the training on June 23rd.
- Information Services Librarian **Andrew Maines** completed *Business Reference 101*, an online class offered through ALA/RUSA on June 4th.
- Popular Materials Department Librarian **Britt White** met with Chris Solecki of North Ridge Fan Force (Star Wars fan club) on June 19th. North Ridge Fan Force is a local group of Star Wars enthusiasts who will be involved in the 2010 Buffalo Comics Fest (formally the Buffalo Comic Con). The meeting was held to discuss their involvement in the event.
- **Britt White** also conducted a Buffalo Comic Con 2010 meeting on June 28th with Division Manager for Public Services, Programming & Collection Development Librarian **Meg Cheman** and UB Librarian Mike Lavin to discuss plans for upcoming Buffalo Comics Fest.

System Services Meetings/Conferences/Training

- June 10th - Children's Department Manager **Kathy Goodrich** attended the "PBS Ready to Learn: the Power of Public Media" at the WNET studios.

- Borrower Services staff has been working with **Carol Batt** and **Maureen McLaughlin** on a database cleanup project in anticipation of the major Sirsi software upgrade which was scheduled to take place this month.
- Borrower Services staff continues to work on discarding old applications of patrons with inactive checkouts. During June, this purge combined with the data base project activity resulted in:
 - 1508 inactive checkouts being discharged and discarded
 - 1210 patron records with previously hidden items (inactive checkouts) were deleted once the inactive checkouts were removed from their record
 - 1253 additional patron records were deleted for other reasons (i.e., old mail return, patron has a current 13 digit library card, etc.)
- Library Associate **Chris Wielgus** and Chief Clerk **Kathy Sweeney** have attended 2 meetings of the Circulation Working Group, a committee led by Assistant Deputy for Public Services **Ann Kling** and charged with reviewing borrower registration, fines, loan periods, request fees, etc. Both librarians and clerical staff are represented on the committee.
- Assistant Deputy Director **Ann Kling** attended the annual ALA Conference in Washington, DC from June 25th - June 28th. There were many good workshops on programming and children's services, along with outstanding exhibits.
- Technical Services Manager **Jennifer Childs** held a Baker & Taylor training session for Central Public Services staff.

Other Staff News:

Technology Training Lab

The Training Lab congratulates **Ian Shoff**, who will no longer be working as a technology trainer, as he moves forward with his new position as a librarian in the Buffalo Branches.

Goal 7:

Enhance Technology Infrastructure

SisiDynix Symphony Upgrade. Information Technology staff again attempted a major system software upgrade June 19–20, 2010. The time required to perform the upgrade necessitated a complete shutdown of the ILS (Integrated Library System) which manages the Library's operations software including circulations functions and the Web2 Catalog. In spite of the dedication of Technical Support Services Specialist **Johnny Hsu** who was overseeing the process, the upgrade failed. We are now working closely with our vendor SirsiDynix to implement the upgrade. Special thanks go to the staff in the 25 libraries open Saturday, June 19th. They were required to operate an Offline circulation session and provide service with reduced electronic access. Public Internet was available using a Guest Pass only. Thanks also go to Information Technology Administrator **Toni Naumovski** and part-time Computer Operator **Elijah**

Terrell who worked Saturday and Sunday to insure that Offline circulation files were processed prior to library openings on Monday, June 21st.

Fiber Installation Update. Throughout the month, Library Information Technology Administrator **Toni Naumovski** worked closely with the Time Warner Project Management team that had been assigned to oversee construction and connection of a new WAN (Wide Area Network) service. Technical Support Services Specialist **Johnny Hsu** made rigorous testing and configuration changes to the main switch located at the Central Library. Information Technology team members visited each library in preparation for the switchover of WAN service providers scheduled for July 1, 2010. Problems ensued when AT&T (the former service provider) began cutting service to libraries early in the day on June 30th, effectively eliminating all Internet access at 26 libraries. Time Warner staff worked diligently with B&ECPL Information Technology staff to switch over to the new connections as quickly as possible. Although the minor downtime was an inconvenience to the staff and the public, the end result is that all libraries were fully functional on the new fiber lines before the end of the day on June 30th insuring significantly increased bandwidth and speed for Internet users.

Cyber Trains Upgraded. Purchased with a combination of LSTA Grant monies and Board-approved fund balance re-appropriation, equipment for 2 aging B&ECPL Cyber Trains was updated and made available for use during the month of June.

The Information Technology team completed the configuration of 26 new Cyber Train laptops enabling them for class functionality. The dynamic assignment of network addresses on each branch server had to be updated to accommodate the new laptops' connections to the local area network. The state-of-the-art student laptop computers provide an enhanced training environment in libraries throughout Erie County. They include webcams, permitting the computer to act as a videophone or video conferencing station. New classes are being developed to take advantage of the updated technology, including an introduction to Skype, the popular messenger program.

Website Updated. The B&ECPL System is committed to providing quality information and services to our in-house and virtual users. Updates have been made to the Library's home page and supporting links. Information displayed in the left column has been reorganized into a more logical structure with 5 major categories. Two new pages (e-Community and e-Content) have been created to host the increasing number of electronic and social networking services that have become integral library services. The current update is preliminary to a major revamp of the website structure in conjunction with a Library rebranding.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

June 15, 2010 – July 9, 2010

JUNE

- 15 Meeting with Matthew Enstice, Executive Director Buffalo Niagara Medical Campus, and Jack Connors, B&ECPL Vice Chair
- 15 Class visit - Public Library Administrator's Certificate Program (PLACP) led by Jerry Nichols
- 16 Attend Vincent O'Neill event, Central Library Ring of Knowledge
- 17 Lunch speaking engagement at Frank E. Merriweather, Jr. Library
- 17 B&ECPL Board meeting – Central Library
- 18 Meeting with Tom Bindeman, Nioga Library System, & Sheryl Knab, WNYLRC
- 18 Interviews for Public Affairs Manager, Central Library
- 18 Meeting with Michael Frisch, Professor, University at Buffalo - Department of History
- 19 Summer Reading Kickoff - Block Party – Central Library
- 21 Meeting with Laurie Dean Torrell, Just Buffalo Literary Center, Ann Taylor & Stanton Hudson, B&ECPL Deputy Director
- 21 Rare Books Commission Working Group meeting
- 21 Meeting with Brown & Brown of New York, Inc., and Ken Stone, B&ECPL Deputy Director
- 21 Buffalo & Erie County Historical Society Marketing Committee meeting
- 22 Interview with WNYB-TV
- 22 Attend Downtown Library Noon Hour Lecture/Discussion Series – Central Library Ring of Knowledge
- 22 Meeting with Jake Schneider, Schneider Design Architects, & Jack Connors, B&ECPL Vice Chair
- 22 Buffalo & Erie County Historical Society Board meeting
- 23 Interview with Jay Rey of the Buffalo News
- 23 Lunch meeting with Legislators Lynn Marinelli and Tom Loughran and Ken Stone, B&ECPL Deputy Director
- 24-30 American Library Association Annual Conference – Washington, DC

JULY

- 1 Meeting with Tonawanda Library Advisory Committee
- 2 Meeting with Dan Killian, Interim Director Niagara Falls Library
- 6 Meeting with Karen Kwadrans
- 7 Staff Forum: Q&A with the Library Director
- 7 Summer Writing Workshop Kickoff event – Niagara Branch Library
- 7 Meeting with Chris Collins, County Executive

- 8 Lunch Meeting with Paul Hogan, Oishei Foundation, Jack Connors, B&ECPL Vice Chair and Stanton Hudson, B&ECPL Deputy Director
- 8 B&ECPL Executive Committee meeting
- 9 Memorial event for Tumaini Philbert – Niagara Branch Library

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: June 1-June 30, 2010
Development & Communications Office Activities

DATE: July 8, 2010

OVERVIEW

Major activities centered on:

- Continued implementation of work plan for National Endowment for the Humanities (NEH) Digital Humanities Planning Grant.
- Implementation of a sales strategy/program to market specialty items related to the new Rare Book Room exhibit “In the Garden.”
- Continued discussions with BPO on collaboratively celebrating the Orchestra's 75th Anniversary season (as a major tie-in to the NEH Digital Humanities Grant). Components planned include actual and virtual exhibits, a chamber concert series, and educational programming (BPOvations) in the Central Library and select other library facilities.

SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS

Goal 5:

Ensure long-term financial sustainability through public and private investments and create a culture of philanthropy within, and on behalf of, the Library System while enhancing the System's image and visibility throughout the County

- Approximately 1,075 contributions recorded, totaling \$64,000 in contributions through June 30.
- **Finalist for position of Public Affairs Manager selected. Working out details of employment.**
- **Various specialty items that incorporate the images Featured in the Library's current “In the Garden” exhibit ordered (including tee shirts, tote**

bags, women's scarves, men's ties, coffee mugs, and coasters). A number of items are currently on sale in Novel Ideas.

- **Library Foundation meeting held on June 1. Display cases purchased through a \$22,000 grant from the Foundation for future Rare Book Room exhibitions delivered. Exhibit designer, paid for through a \$7,500 Library Foundation grant, completed work on botanical illustrations exhibit in the Rare Book Room. Training of select Development & Communications and Business Office staff on the relationship management/fundraising software (i.e., The Raisers Edge) purchased by the Foundation (\$25,000) took place during the month. Conversion of data related to fundraising will follow in July and August. In-class training in Buffalo for all appropriate Library staff will take place in August.** The new system is planned to be operational in September for use in the next annual appeal campaign.
- **Request to the Foundation for \$10,000 to allow the Library System to become the other major sponsor of the highly-successful and acclaimed literary series "Babel" approved.** The Library System is collaborating with Babel creator Just Buffalo Literary Center to establish ways in which the Library can maximize its exposure through these world-renowned author visits/presentations.
- Working with outside consultants, including Randforce Corporation of UB's incubator program, continued to move forward with research on the Library's \$25,000 NEH Digital Humanities grant to capture and catalogue information related to the project. The goal of "Re-Collecting the Great Depression and New Deal as a Civic Resource in Hard Times" is to encourage and strengthen the teaching, study, and understanding of American history and culture through the support of projects that explore significant events and themes in the nation's history and culture and that advance knowledge of the principles that define America. A complementary programming grant to the New York State Humanities for \$20,000 was researched, prepared, and submitted in March. Awaiting word on status.
- Continued discussions with representatives of Better World Books to discuss opportunities to enhance revenues from the sale of more modern used library books. Focus has been on finding a way to be able to responsibly respond to an impending major "weeding" project at the Central Library.
- **Attended initial meetings dealing with an exhibition of BPO materials collected by the Library throughout its nearly 75 year association with the BPO.** The BPO has been granted \$42,000 from the Perry Fund at the Community Foundation for the project.
- Continued to participate in meetings related to the production of a high-quality, hard cover, limited edition book featuring materials related to Mark Twain's time in Buffalo, NY that would be available for purchase in the fall. Special Collections Director Peggy Skotnicki, working with partners William S. Hein, author Robert Hirst, and Patrick Martin, has been leading this effort.
- Continued discussions with representatives of Fables Café/Palate Catering. **Working with the Library attorney on draft contract renewal.**

- Continued to hold discussions with representatives of the Ravenchase organization in Richmond, Virginia on a possible fundraiser to tie in with Mark Twain anniversary celebrations.
- **Held conversations with agent for Hall Holbrook to perform his one-man Mark Twain Tonight performance in Buffalo in late November/early December as a fundraiser for the Library.**
- **Ordered select merchandise and supplies for Novel Ideas.** Monitored sales from Novel Ideas on a weekly and monthly basis.

Goal 1:

Ensure that every Library in the System is a key destination for exciting and enriching programs and events

- **Coordinated luncheon programs by outside groups (programs are all co-sponsored by the Library to provide additional no-cost marketing opportunities)—the Center for Buffalo Art, Architecture, History, and Nature on 6/8 (Dennis Galucki, Executive Director, Center for Buffalo Art...) and 6/22 (Margaret Sullivan, Editor of the Buffalo News).**
- **Coordinated planning and logistics support for Citybration activities held at the Central Library on Friday, June 25, including an interactive program entitled “Spotlight on Buffalo Successes.”**
- **Coordinated visit and presentation by Amy Stewart, author of *Wicked Plants*, on June 26.**
- **Coordinated luncheon programs in honor of Bloomsday (Irish Classical Theatre’s Artistic Director Vincent O’Neill) and the Joann Faletta International Guitar Concerto Competition.**
- **Coordinating Library involvement in National Buffalo Garden Festival (June 19-July 25). The Garden Festival is linked directly to the Library’s major 2010 Rare Book/Special Collection’s exhibit featuring items from the Botanicals collection. The Development & Communications Office has arranged for an ongoing series of lunchtime programs for July and August.**
- **Coordinated planning and logistics for the 6/19 Summer Reading Block Party Kickoff event, attended by more than 200 as well as the Buffalo Public School System’s Community Health Fair on June 11.**
- Ongoing coordination of Upstate New York Transplant Services Blood Drives at the Central Library.
- Continued discussions with the Visiting Nursing Association to set up flu shot clinics in select library facilities throughout the System.
- Continued coordination of Library branch/Member Library involvement with a “Censorship in Libraries” exhibit that is being featured in select System libraries throughout the remainder of 2010.
- Held discussions with representatives of the BPO and BPO Chamber Music group to determine parameters for including the latter in a Grosvenor Music Series that is being planned to re-commence in the fall of 2010, after a hiatus of nearly ten years.
- Coordinating Library involvement in National Disabilities Month (October).

- Met with other members of the Library's Exhibit Programming Committee.
- **Produced and distributed media releases, made follow-up contacts, and used electronic promotional vehicles for all library activities (including Amy Stewart visit and presentation, Tim Frerichs talk, Bloomsday event, In the Garden exhibition, Community Health Fair, Imagining Buffalo series, and Citybration).**

Goal 6:

Streamline workflows and promote system-wide opportunities for improving internal operations

Operational Initiatives

- Attended/participated in B&ECPLS Senior Management meetings
- Attended/participated in B&ECPLS Administrative Team meetings
- Attended B&ECPLS Executive Committee meeting
- Attended/participated in B&ECPLS Board meeting
- Attended/participated in B&ECPLS Development Committee meetings
- Attended/participated in B&ECPLS Policy Committee meeting
- Attended/participated in weekly Development & Communications Office staff meetings
- Attended/participated in Library Foundation Board meeting

Staff Development and Community Involvement

- Met with Communications Director of Buffalo Harbor Canal Side project to discuss possible future collaborations
- Attended Theodore Roosevelt Inaugural National Historic Site Strategic Planning Committee meeting
- Attended First Fridays Allentown Galleries Walk
- With the Director and CFO, attended Buffalo-Niagara Partnership's Annual Report breakfast
- Met with representatives of the BPO to discuss BPOvations educational programming within the System
- Attended the local chapter of the Public Relations Society of America's annual Excalibur Awards dinner
- Attended a meeting of PRSA Fellows to discuss future recruitment strategies

Agenda Item G – Public Comment. There was no public comment.

Agenda Item H – Unfinished Business. Mr. Berger announced he received notification from the Mayor's office that he has been accepted to continue his B&ECPL Board term through December 2013. Ms. Thomas provided trustees an update on Deputy Director Mary Jean Jakubowski and will get an update on Trustee Mario Rossetti.

Minutes of the Board of Trustees

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Agenda Item I - New Business. No new business.

There being no further business, on motion by Ms. Leary, seconded by Ms. Panty, the meeting was adjourned at approximately 4:32 p.m.

Respectfully submitted,

Frank Gist
Secretary