

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
November 20, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, November 20, 2008, in the Central Library pursuant to due notice to trustees. The following members were present:

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

Chair W. Lawrence Buck called the meeting to order at 4:01 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Approval/Changes to the Agenda. Mr. Buck announced a brief executive session would be held at the conclusion of New Business to discuss the Evaluation of the Library Director form that was handed out to each trustee at this meeting.

Agenda Item C – Minutes of the Meeting of October 23, 2008. Minutes were approved unanimously, as mailed, upon motion by Ms. Pordum and a second by Ms. Panty.

Trustee Berger arrived at 4:03 p.m.

Agenda Item D – Report of the Chair. Mr. Buck thanked Trustee Jack Connors for the Business First's Top 100 Private Companies Award Ceremony event held at the library

the previous night remarking on the many positive comments he had heard. Mr. Connors stated he had positive feedback as well from attendees on every aspect of the event. He was able to pass along the contact list and noted a number of people inquired how they could use the facility for their businesses in the future.

Agenda Item E. Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Pordum reported the Executive Committee met on November 13th and Trustees Buck, Pordum, Horton, Berger, and Thomas as well as Deputy Directors Hudson, Stone, Jakubowski and Director Quinn-Carey were present. Mr. Buck called the meeting to order at 4:05 p.m. Proposed agenda items for the November 20th Board meeting were discussed, each item was confirmed. Both Ms. Pordum and Ms. Quinn-Carey gave an update on the North Park Library situation. Ms. Quinn-Carey would be discussing this further in her report later in the meeting. Ms. Jakubowski provided an overview of Radio Frequency Identification (RFID) technology and the proposed implementation at the Buffalo and Erie County Public Library as background for Resolution 2008-54 to come before the Executive Committee. Mr. Berger moved, and Ms. Horton seconded a motion to approve the resolution which authorizes library staff to submit an Erie County Fiscal Stability Authority (ECFSA) Incentive Grant application for an RFID implementation project in 2009-2010. The motion passed unanimously.

Ms. Quinn-Carey provided an update on staff positions which she will discuss later in the meeting. Mr. Buck presented a draft form for evaluating the Library Director which would be discussed during executive session.

The Executive Committee adjourned at 5:05 p.m.

Agenda Item E.1.a – Authorize ECFSA Incentive Grant Application for RFID Technology. This resolution was approved by the Executive Committee on November 13, 2008.

RESOLUTION 2008-54

WHEREAS, \$1.6 million in interfund subsidy revenue provided in 2008's adopted County budget for the Library is not being included in the 2009 County proposed budget, and

WHEREAS, if unaddressed, reducing \$1.6 million from the Library's 2009 budget would have a serious impact on the Library's ability to provide service at a time of unprecedented demand for services by patrons who are also struggling under these economic circumstances, and

WHEREAS, the Library has sufficient fund balance to provide time to carefully and logically plan for the future in light of these financial stresses, and take advantage of opportunities to restructure the Library System to enable maintaining current hours of operation and current service offerings in 2009, and

WHEREAS, one project with significant potential for cost savings and improved customer service involves a complete overhaul of the Library's inventory, materials handling and security systems to implement a system-wide state-of-the art Radio Frequency Identification based system (otherwise known as RFID), and

WHEREAS, converting to RFID will allow the Library to streamline workflows and enable attrition based labor force restructuring while simultaneously generating vast improvements in inventory control and public service, and

WHEREAS, due to its scale and cost, RFID implementation in Buffalo and Erie County Public Library (B&ECPL) libraries is proposed to occur in phases over a multi-year period, with the first phase targeted for implementation in 2009 to include the highest circulating libraries, the Central Library in downtown Buffalo and the Audubon Library in Amherst, along with the remaining branches in Buffalo and Amherst. Estimated equipment, material and conversion costs for Phase 1 are:

Central Library; Buffalo Branches (8) and Amherst Libraries (4):
\$1,879,045 Total Cost
(\$ 160,702) Less NYS Construction Grant and Grant Match Funding
\$1,718,343 Net Remaining Cost, and

WHEREAS, recurring annual savings from this phase are estimated to exceed \$445,000 per year in labor cost as fewer staff hours would be required to handle the volume of material flowing back and forth once staff in areas impacted by RFID savings are reassigned to other Library activities impacted by attrition based turnover positions vacated through attrition, and

WHEREAS, given the significant recurring savings implementing RFID in the Buffalo and Amherst Libraries would generate, combined with the up-front need for \$1.7 million to undertake this work, the project would be a very good fit for an Erie County Fiscal Stability Authority (ECFSA) Incentive Grant, and

WHEREAS, successfully obtaining an ECFSA Incentive Grant will require cooperation of 4 key players: the B&ECPL which develops the project request proposal; the Erie County Executive who is authorized by ECFSA to submit grant requests; the Erie County Fiscal Stability Authority which reviews and acts on grant requests; and the Erie County Legislature, whose acceptance of any grant awarded is needed for the grant to be implemented, and

WHEREAS, in order to maximize the opportunity to complete the grant application process prior to the end of 2008, authorization to submit the application is needed prior to the regularly scheduled November 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 hereby authorizes the Library Director or her designee to develop an incentive grant application to implement Phase 1 of the RFID project at an estimated net cost of \$1,718,343; submit same to the County Executive; and encourage the County Executive, ECFA and Erie County Legislature to support this project.

Pursuant to the Bylaws, Resolution 2008-54 was mailed to the full Board within three business days.

Agenda Item E.2 – Budget and Finance Committee. Trustee Richard Berger and Deputy Director Kenneth Stone had nothing to report.

Trustee Wisbaum arrived at approximately 4:06 p.m.

Agenda Item E.3 – Bylaws Committee. Phyllis Horton, Chair of the Bylaws Committee, reported they met on October 28, 2008. Present were Phyllis Horton, Judy Summer, Annette Junczewicz, Larry Buck, Jack Connors, Mary Jean Jakubowski and Bridget Quinn-Carey. The meeting was called to order at 4:15 p.m. The Chairwoman reviewed the history of the Bylaws Committee regarding major revisions and amendments and overall approach.

The issue of liability and volunteer service was raised. Ms. Jakubowski explained she is currently researching and preparing a cost estimate for the Directors and Officers insurance that would cover the Board. A comment regarding the need for specific language regarding technology was raised. The Committee's consensus was the current language provides for current needs, but the issue will be considered should a problem develop with communications or conducting business effectively.

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

Ms. Quinn-Carey suggested relocating 3 sections under Article II for consistency and flow - Article II, Section 6.a. to Article IV, Section 6; Article II, 6.b. to Article I, Section 2; and Article II, Section 7 to Article III, Section 2. The Committee would review the proposed changes at their next meeting. The meeting adjourned at 5:00 p.m.

The Bylaws Committee met again on November 10, 2008, to complete its review of current Bylaws. Present were Phyllis Horton, Judy Summer, Larry Buck, Bridget

Quinn-Carey and Patrick Martin, Esq., the Library's legal counsel. The proposed revisions to the Bylaws were reviewed and then approved by the Buffalo and Erie County Public Library's legal counsel. There was no other business to come before the committee and the meeting adjourned at 1:25 p.m.

Copies of suggested Bylaw changes were distributed to the trustees at this November 20, 2008 Board meeting to comply with the requested time period for review by trustees. Proposed revisions will be voted on at the December 18, 2008 Board meeting. Ms. Horton reiterated if there were any questions, to notify either Ms. Quinn-Carey or her before the next meeting; otherwise, this would be voted on and provides due notice.

Mr. Berlow posed a question as to changing the Bylaws to get trustees who are not politically appointed as well as those who are politically appointed. Mr. Berlow voiced he would like us to have the ability to bring people on the Board, not because of political consideration, but who are genuinely interested or who bring a particular bit of knowledge or ability to the Board. Several trustees remarked this is State law and added the Bylaws are not the avenue to make this change. Mr. Buck commented this was an interesting idea and could be discussed at Executive Committee.

Trustee Junczewicz arrived at approximately 4:20 p.m.

Agenda Item E.4 - Policy Committee. Judy Summer, Chair of the Policy Committee, referred to a list of Board policies distributed to trustees at the meeting, noting this showed the date each policy was last reviewed and the date set up for next review.

Discussion ensued about the availability of the policies to the trustees. Ms. Summer reiterated the policies are all on the Library website along with a notebook containing hard copies which will be available at each Board meeting for review.

Mr. Berlow asked the link to the Library website policy area be sent to the Library Board members. It was agreed this would be done.

Agenda Item E.4.a - Revised Meeting Room and Auditorium Use Policy. Ms. Summer presented this resolution discussing changes made to language, noting a change from a two week notice to sixty days notice was made if someone booked the room and the library needed to use it. The Policy Committee felt this was more appropriate. The staff will develop the fee schedule which is not part of the policy.

In the proposed Facility Use Policy (formerly Meeting Room Policy), Mr. Berlow questioned the word "charitable" asking if not all "non-profits" were included. It was agreed to amend the heading to "For Use by Non-Profit Organizations".

Regarding fees, Trustee Anne Leary suggested the Library explore the fee schedule for non-profit groups, stating many of these groups do not have funds to allow them to use the facility. Deputy Director Stanton Hudson briefly discussed the fee schedule. Ms. Quinn-Carey pointed out when these policies were revised, the policy was separated from the procedures and felt the fee based parts of this were an implementation of procedure. Mr. Hudson and his staff are in the process of working on a new fee schedule. Trustee Mansouri moved and was seconded by Trustee Horton. Approval of Resolution 2008-55 was unanimous as amended.

RESOLUTION 2008-55

WHEREAS, the Board of Trustee's Policy Committee has completed its review of the current Meeting Room Policy and Central Library Auditorium Policy, and

WHEREAS, incorporating the recommended revisions will provide clarification of the policy and expansion of groups eligible to use the facilities, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopt the proposed revisions of the Buffalo and Erie County Public Library's Meeting Room Policy and Central Library Auditorium Policy to supersede and replace the prevailing policies, last amended February 19, 1998.

Agenda Item F - Report of the Director. Director Quinn-Carey announced she would be leaving the meeting early to attend a Regent's Advisory Commission meeting in New York City. She was appointed to the Regent's Advisory Council in September. Ms. Quinn-Carey shared additional information on the RFID application explaining the resolution that was passed at the Executive Committee meeting authorized us to submit an application to the Control Board for funding of approximately \$1.7 million in capital investment and project investment to implement a Radio Frequency Identification (RFID) system here at the Central Library, the Buffalo Branches and the Amherst Libraries. She updated trustees that it enables us over four years to not only recoup those costs but to start some ongoing cost savings with reductions in staffing which will be able to be done through attrition as well as much enhanced service improvements for the public. RFID 101 and 102 handouts were available on the table for viewing. Ms. Quinn-Carey explained to trustees what RFID was in more detail as well as the benefits. She also noted we do have some money already for the City Branches through a state grant to offset what we are asking for. She invited trustees to the December 10th Managers and Director's meeting where there will be a brief presentation on the basics of RFID technology in libraries.

Mr. Buck commented the reason the Executive Committee acted on this was because we wanted to get a resolution in front of the County Legislature while they are doing budget deliberations so it is in the budget request.

Ms. Quinn-Carey announced we will be bidding farewell to Elaine Barone, Manager of the Humanities Division, who will be retiring in December stating we are very sad to see her go and she will be missed. A retirement party will be December 19th. Working with staff to address that opening and how to move forward with the special collections and Humanities Department is underway.

On a positive note, Carol Batt has been appointed Assistant Deputy Director in charge of Information Technology. Ms. Batt will take on her new responsibilities as of December 1, 2008.

Ms. Quinn-Carey was pleased to announce that in the last week we have welcomed back the Foundation Office to the Central Library noting they are currently in a temporary home until the larger space on the 2nd floor (at the top of the escalators) is finished. She thanked everyone for making that happen. Carol Halter, who is working with the library on an upcoming event, is also working with the Foundation to run the day-to-day operations.

The Foundation and the Library are getting together to sponsor a Literacy Breakfast on December 4th at 8 a.m. at the Central Library and Ms. Quinn-Carey invited trustees to attend. A speaker from the Queens Library will be featured and noted their library has been working on adult literacy for thirty years. The Library's vision for literacy and how to expand our services throughout the county will also be discussed.

Ms. Quinn-Carey reported the budget is still being worked on by the Legislature. It is scheduled to be voted on December 2nd.

On another note, Ms. Panty noted that in past Director's Reports, trustees' names were included when they were in attendance at events. She felt when people read the report, they realized the Board takes an active part. Ms. Quinn-Carey agreed to list attendees in future reports if she was aware. Ms. Juncewicz also stated her report and minutes could be amended if something needed to be added.

In closing, Ms. Quinn-Carey wished everyone a Happy Thanksgiving and excused herself from the meeting at 4:38 p.m. to catch her flight.

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

Report of the Director November 20, 2008

Budget concerns and the Library's response to the projected reduction of county and state funding were at the top of the agenda in October and into November. While it is a serious situation that will demand action, we will use this as an opportunity to develop long-term solutions that will have benefits for the public along with cost savings. We are preparing a proposal to the Erie County Fiscal Stability Authority for an efficiency grant to proceed with Radio Frequency Identification (RFID) implementation. RFID technology will enable us to streamline processing, security, material handling, shipping and circulation processes resulting in better service for our users, reduced repetitive motion injuries for our staff and reduce costs by restructuring our workforce and making attrition based reductions in overall positions. Many urban library systems employ this technology and have seen dramatic results in increased use of materials and improved service. We hope to begin our project in 2009.

We are also using this as an opportunity to streamline administrative positions and I am proud to announce that **Carol Ann Batt**, currently the Coordinated System Services Administrator, has been named Assistant Deputy Director for Information Technology. This is a new position overseeing a department that merges Technical Services and Network Support. We do not anticipate filling the CIO position recently vacated by **Shirley Whelan** or Ms. Batt's Coordinated System Services Administrator position. Ms. Batt will take on her new responsibilities as of December 1, 2008.

I am very pleased to announce that the Library Foundation of Buffalo and Erie County will be relocating from the Community Foundation to the Central Library. The office will be temporarily located in the 2nd floor administrative office area, but will move to a larger office space on the 2nd floor (at the top of the escalators) as soon as it is cleared and prepared. **Carol Halter**, currently working with the Library to coordinate the upcoming Alexander Hamilton Exhibit (May-June 2009) will be taking over day-to-day administration of the Foundation. We look forward to working with the Foundation on future projects, including special collections and other system-wide initiatives including literacy, in the years to come.

In other staff news, **Elaine Barone** has announced her retirement as of mid-December, 2008. While we all wish Elaine a very happy and enjoyable retirement, it is a huge loss for the Library System. Elaine is one of a kind, and has left an indelible mark on this institution; she will be greatly missed. A celebration of her tenure and retirement is

being planned for December; more details will be provided in the coming weeks to confirm the date and time.

The following department and library reports show how vibrant and rich the Library Systems' offerings have been in the last month. The system-wide *Big Read* program showcased the classic crime novel, *The Maltese Falcon*, for a wide range of audiences. There is good news from the East Delavan Library (featured on the front cover of the *Buffalo News* on November 10, 2008) and exciting events in all the City Branch Libraries. The Merriweather Library is the first Uncrowned Queens Affiliate site, and has an interactive kiosk inviting community members to share and save their stories and community history. A kick off to mark this historic event brought together a number of elected officials and community members. The North Park Library situation is moving forward with the City taking the lead on moving the process forward and securing a temporary space and beginning discussion about long-term solutions for library services in North Buffalo.

Suburban and rural libraries are hosting numerous programs and events, reaching out to the communities, and looking for creative ways to partner with each other. A group of library directors recently attended PLA (Public Library Association) Boot Camp and have returned with many new ideas they will share and help implement throughout the System.

We continue to offer new services and technology resources to our users, including downloadable audio books that are now iPod compatible and free downloadable videos.

We have seen a dramatic increase in the number of tours and requests for tours and presentations about our Rare Book Room and special collections. The staff in those departments are working on many exciting initiatives (include the Hamilton Exhibit and other projects) while planning to relocate our special collections and rare books to the newly constructed vault and storage area.

As we enter our holiday season and look forward to 2009, I am encouraged and pleased with the progress the Library System has made in 2008. We are a strong Library System, and have many opportunities ahead.

The following department and special reports will provide additional details about ongoing programs and projects.

Report of the Chief Operating Officer

With October came several new ventures, a continued influx of teens and a multitude of programs, technology upgrades, conferences, meetings and restructuring. Monthly highlights are as follows:

Teen Room: Teen Room attendance has exceeded all expectations. Only open after school on weekdays, and with no advertising, the number of teen visitors for the month of October reached an amazing high of **1,300**. On October 30th, over 100 teens enjoyed a Halloween party with music, movies, pizza, candy and, of course, scary decorations and costumes. Popular Materials Librarians **Britt White, Andrew Maines** and **Michelle Snyder** organized this event and helped make it an unforgettable day.

The Teen Room will have expanded hours (open on Saturday and longer hours during school vacations) following a grand opening celebration, which is being planned for the near future.

Uncrowned Queens Affiliate Program Launched: On October 4th a plethora of public officials including: County Executive Chris Collins, City of Buffalo Mayor Byron Brown, Assemblymember Sam Hoyt, and representatives from Senator Antoine Thompson's and Assemblymember Crystal Peoples' office, along with more than 75 community members and officials joined Dr. Barbara Nevergold and Dr. Peggy Brooks-Bertram for the launch of the first Uncrowned Community Builders Affiliate Program. The Uncrowned Queens Institute has partnered with the Library to be the first host location for the UCB technology site, where oral and written histories will be collected and subsequently placed on the Internet at the Uncrowned Community Builders website. Joining forces with the Smithsonian Institution, this national venture will open the world to the B&ECPL and its many treasures. Other UCB technology sites are scheduled to open in Erie County, PA and Oklahoma City, Oklahoma.

Fax Machine Available for Public Use. Requested frequently by patrons, a public use fax machine is now available at the Central Library, Dudley Branch Library and the Newstead Public Library. Prepaid cards allow patrons to fax 1 page for \$1.50 or 3 pages for \$3.50. A credit card can also be used to prepay for a fax. The fax machine at the Central Library is located near the Borrower Services Department at the Washington Street entrance.

Rare Book Room:

On the road...Rare Book Room Librarian **Amy Pickard** and Librarian **Peter Scheck** brought the Rare Book Room cuneiform to the Buffalo State Art Conservation Department October 3rd. Along with Professor Thornton, art conservation students studied the clay tablets and cones. Elizabeth Pena, Director of the Art Conservation

Department, joined the assessment of these unique materials. Professor Thornton visually authenticated the objects explaining that the tablets are not intentionally fired, but were circumstantially fired at a low heat – probably because of a fire in the temple from which they came. Dr. Pena provided contact information for a UB professor who can provide the Library with more information on the cuneiform.

University of Buffalo Preservation Officer, Ron Gaczewski, visited the Rare Book Room on October 3rd to complete his preservation survey of the *Milestones of Science* collection.

Political Cartoons: Papers of Bruce Shanks - a collection of original artwork by several important 20th Century editorial cartoonists was graciously donated to the Library by Human Resources Personnel Specialist, **Jeanne Diehl**. Librarian **Amy Vilz** has processed, arranged, and described the collection for future use. Special thanks to Jeanne for this generous donation.

Introducing Downloads 2 Go. On November 6, 2008, the Library expanded its digital media service to include video and MP3 (iPod compatible) audiobooks. Borrowers with valid library cards may download free audiobooks and videos to a computer. The titles can then be enjoyed on PCs, laptops, PDAs and compatible MP3 players. Publisher licensing permits some titles to also be burned to a CD. Borrowers select, check out, and download the digital media from the Downloads 2 Go_OverDrive, Inc. website. The site is accessible via a link on the Library's home page or from a link contained in the bibliographic records listed in the Library's Web 2 Catalog.

Sirsi Unicorn upgrade provides User Enhancement. The Library is implementing enhancement features which are available as the result of the Library's recent migration to SirsiDynix Symphony software. Previously, if a cardholder whose library privileges were about to expire renewed an item using the online *MY ACCOUNT* feature, the item's due date was automatically truncated to the day the user's privilege expired. Symphony provides an enhancement which now allows the full checkout or renewal period (7 or 21 days), even if the due date is after the user's library privileges expire.

Centralized Serials Check-In Program Expanded. Two new libraries have been added to the Centralized Serials Check-In Project in October. The City of Tonawanda and Town of Aurora Libraries will have their magazines barcoded for checkout and added to the Sirsi Subscription Module by Central Library Serials Department staff. This process eliminates the need for local staff to perform redundant workroom activities. Subscriptions will be delivered to these libraries ready for checkout. The City of Tonawanda and Town of Aurora Libraries join 10 other libraries and 3 subject departments already participating in this very successful program.

Computer Training: Training Lab Librarian **Sara Taylor** taught classes on Computer Basics, Internet Basics, and Microsoft Word at the City of Tonawanda for its *Cyber*

Seniors series as well as Internet Basics at Williamsville and Computer Basics and Internet Basics at Concord.

The Grand Island Memorial Library hosted a series of training programs. Network Support Technical Specialist **Ken Wesolowski** taught Microsoft Word Basics and Internet Basics and Training Lab Librarian **Sara Taylor** taught Catalog/My Account, Excel Basics and Microsoft Word Intermediate. Classes were so well received at Grand Island that double sessions were held for most.

Two classes were held in the Central Library's Training Lab. Taught by Training Lab Librarian **Sara Taylor**, Microsoft Word Basics and Microsoft Word Intermediate were held on October 9th and 16th respectively.

Western New York Library Resource Council Regional Conference: Several staff members, along with Library Director **Bridget Quinn-Carey** and this writer, participated in the WNYLRC Regional Conference October 29th held at the Millennium Hotel in Cheektowaga. The Conference: *Library Adaptation: Expose Yourself* on October 29, 2008 included 4 forward-thinking local and national speakers who challenged attendees to generate ideas that will provide creative *solutions* to the changes libraries face. Attendees were instructed not simply to ask 'why,' but also to ask 'why not?' Topics ranged from the use of humor in the workplace to a presentation on the transformation of the Atlanta-Fulton Public Library System under the leadership of a new director and new municipal management. Collection Development Librarian **Peg Errington** also attended the conference. Coordinated System Services Administrator **Carol Batt** is a member of the WNYLRC Continuing Education (CE) Committee and assisted with the planning as well as participated in the Regional Conference.

Programs:

Preschool Story Hour and *Tween Time* were weekly programs in the Children's Room. Two *FREE* (Family Reading Everyone Enjoys) *Time* programs – *Mummies Unwrapped* and *Spooky Library* – were a huge success. The Thursday evening events drew 31 and 65 people, respectively.

Children's Department Librarians, **Kate Puehn** and **Wanda Collins**, presented weekly preschool programs at the Dudley, East Clinton, East Delavan, Niagara and Riverside Branch Libraries. Librarian **Mary Ann Budny** presented a *Family Fun Night* program at the Frank E. Merriweather, Jr. and Riverside Branch Libraries. She also conducted 2 preschool story hours for Bethel Head Start at Merriweather.

Continuing its partnership with the Library, the Buffalo Museum of Science held its *Branched Out Science* series in CR on Saturdays in October. On October 25th, a Tiger Cubs Boy Scout troop came for a library tour and stayed for the *Branched Out* program.

On Thursday, October 30th, Dashiell Hammett biographer Rick Layman visited the Rare Book Room before his presentation in the Ring of Knowledge. Mr. Layman said he was “overwhelmed” and offered to return his speaker’s honorarium to the Library for the benefit of special collections. Of particular interest to Mr. Layman was the Library’s copy of the *Federalist* which contains marginalia by Thomas Jefferson, one time owner of the book. On Friday, an email message arrived from a law school professor friend of Mr. Layman’s at the University of South Carolina requesting a transcription of the Jefferson note. Mr. Layman, praised the Library and its collection before his talk, stating that he has been in many libraries over the course of lecturing for *The Big Read* and had never seen a finer collection or been treated so well as in Buffalo.

Sundays at Central poetry series had its inaugural reading on October 26th. Feature readers included, local poets Doug Manson and Paul White. Mr. Manson donated a copy of one of his books. Three people participated as open readers, including 2 founding members of *The Earth’s Daughters* journal. Prior to reading, they recognized the Library for having subscribed to the journal since its inception. To be held on the last Sunday of each month, Humanities and Social Sciences Librarian **Kathy Galvin** is coordinating the sessions.

October was *Big Read* month and *Literally Speaking* held a special lunchtime discussion on October 7th of *The Maltese Falcon* by Dashiell Hammett. Popular Materials Librarian **Meg Cheman** led the discussion. On October 21st, Humanities and Social Sciences Librarian **Suzanne Colligan** led the regularly scheduled discussion of Max Brook’s *World War Z*, the perfect title for Halloween – who knew zombies were so fascinating!

Tours and Presentations: Rare Book Room Librarian **Amy Pickard** gave a tour of the Rare Book Room to Laura Pedersen, visiting author (*Buffalo Gal*) for the October 31st *Meet the Author* event. Laura’s mother, Martha Buyer and Bert Gambini also toured. Ms. Pedersen particularly enjoyed seeing the first edition of *Walden* and all expressed interest in the local history items on display and in the vault. Ms. Pedersen said she was “getting ideas” from the hard boiled news stories of Buffalo’s *Blonde Bandit* in the current display. Grosvenor Room Librarian **Carol Pijacki** provided a short tour of the Grosvenor Room and a demonstration of microfilm usage to 12 Medaille College students on October 7th. Library tours and class visits continue in the Children’s Room. Enterprise Charter School kindergarten is on a once-a-month schedule and the school’s 4th grade class is also a regular visitor. Maple West School brought 100 students over a 3 day period in early October. Winchester School (28 children), Martin Luther King School (24 children) and the Harriet Tubman School (16 children) also visited. Librarians **Pat Monahan** and **Sue Cutrona** conducted a well-attended genealogical presentation at the Church of Latter Day Saints in Williamsville on October 11th. Business, Science and Technology Librarian **Kara Stock** presented several programs including a “Job Resources at the Library” class for over 30 inmates at the Buffalo

Correctional Facility on October 15th and later in the month repeated the program at The Buffalo Employment and Training Center (BETC). Ms. Stock also led a book discussion on *The Maltese Falcon* by Dashiell Hammett at the East Aurora Library on October 21st, as part of *The Big Read*. Business, Science and Technology Librarian **Kevin Wall** conducted a “fundraising seminar” for members of the United Way listserv/e-newsletter, concentrating on the use of the new Foundation Center database and the Reference USA and Mergent Online databases. On October 1st and October 2nd, Children’s Room Librarian **Kathy Goodrich** presented an introduction to the Children’s Department to 20 children’s literature students from the ECC City Campus, speaking on collection development and the Library’s catalog and databases for children. On October 29th, Ms. Goodrich spoke at the Stanley Makowski Early Childhood Center on the importance of reading, emergent literacy and how to read to your preschooler.

Miscellaneous Meetings, Conferences and Appearances:

Librarians **Nancy Mueller**, **Rob Alessi** and **Angela Pierpaoli** attended the WNYLRC 2008 Regional Conference “Library Adaptation: Expose Yourself...” on October 29th. Librarian **Kevin Wall** attended the ACRL conference (Association of College and Research Libraries) in East Aurora. Kevin also attended an ECIDA (Erie County Industrial Development Agency) meeting which included a tour of the old Memorial Auditorium. Librarian **Bruce Weymouth** represented the Library at the Federal Depository Library Conference on October 20th through the 23rd in Washington DC. Librarian **Kathy Goodrich** attended a meeting of the Children’s Center Advisory Board, a function of the YMCA at Family Court. Kathy is a board member. Librarian **Mary Schiffhauer** attended the WNYLRC Resource Sharing Committee meeting on October 9th. Librarians **Amy Pickard** and **Amy Vilz** continue to attend the WNYLRC Digitization Boot Camp series. Librarian **Carol Pijacki** attended the New Music Institute sponsored by Chamber Music America at UB on October 10th. Library Director, **Bridget Quinn-Carey**, along with Network Support’s **Toni Naumovski** and Coordinated System Services Administrator **Carol Batt** met with SirsiDynix East Region Sales Director Kate Howe. Librarian **Angela Pierpaoli** was interviewed by *Morningstar* about the B&ECPL Database News blog that she created and moderates. The interview was featured in an article on using blogs to promote database usage in the October 2nd *Morningstar* newsletter. On October 30th, Librarians **Maureen McLaughlin** and **Jennifer Childs** along with **Johnny Hsu** attended a meeting of the Upstate New York Sirsi Users Group (UNYSUG) held in Watertown, New York. Librarian **Jennifer Childs** attended the first session of the Preservation Institute at WNYLRC on Thursday, October 16th. This writer and Assistant Deputy Director **Paula Sandy** continue to Co-chair this year’s United Way Campaign. Other meetings/events attended by this writer include Erie County Budget Hearings/presentations, LA negotiations, Project Flight, Department of State Shared Municipal Services Seminar, Western New Library Resources Council Annual Meeting, Western New York Library Resources Council Annual Regional Conference, Erie County Civil Service, Buffalo Niagara Partnership,

B&ECPL Board of Trustees Executive Committee, Policy Committee and monthly Board meetings, Booktoberfest (Project Flight), Brown & Brown Insurance, Librarians Association 403 (b)/ 457 discussions, Donna Brown, Deputy Commissioner City of Buffalo, and various internal department/program related discussions.

Report of the Chief Financial Officer

Governor Proposes Additional Current Year Budget Cuts, Library Aid Hit Hard: Citing the need to offset worsening state revenue forecasts resulting from the country's financial crisis, Governor Patterson released a proposal to trim another \$2 billion from the current year state budget. His proposals include significant cuts impacting local educational institutions:

Description	State-wide Dollar Impact in Millions	
	2008/2009	2009/2010
14% increase in SUNY/CUNY tuition (\$600 per student/year)	\$94	\$199
10% cut in Community College base aid (\$270 per student)	\$30	\$ 65
20% (\$20 million) cut in Library Aid "on a one-time basis"	\$20	\$ 0

- **Reduce Library Aid.** This reflects a reduction of grant funding that has not yet been distributed. After this \$20 million reduction, state funding for libraries would total \$78.5 million for 2008-09. (2008-09 Savings: \$20 million, 2009-10 Savings: \$0).

If, as the dollar amounts and language imply, remaining undistributed aid is eliminated, the impact on B&ECPL of this proposal combined with the midyear aid cuts approved last August would total over 15% (\$461,652) in operating program aid. An additional \$7,574 in aid for services to county corrections facilities and \$37,191 in Library Construction Grant aid may be threatened.

The proposal has not yet been released in bill form. I will keep you advised as more details are made available.

Report of the Network Manager

Branch Server Replacement Project: Since the receiving of 29 recently purchased branch servers, which are planned to replace the aging branch servers, work has begun

to prepare them for deployment. I have created and configured the base operating system image where the Network Support team was able to replicate it to all 29 servers. After the base OS replication, the Network Support team has begun preparing each server individually due to the software components requiring unique settings per branch. As the server preparation continues, I will plan and coordinate the delivery and installation of the new servers with the Shipping Department and Network Support. Moreover, the project entails removal of 8 existing servers and redeploying them to branches that have lower computer session counts.

Sirsi Clean-up Continues: The Sirsi Unicorn system “clean-up” effort that began in June continues. Sirsi’s consultant is in the process of removing the closed libraries items. **Carol Batt, Shirley Whelan** and Network Support are working together on coordinating inactive user and bills deletion activities. So far, the actions taken have produced positive and encouraging results related to the performance of the ILS computer system. It is expected to have further system performance improvements once the clean-up is completed.

Data Cabling Infrastructure Upgrade: After Bethany Technologies won the cabling bid, arrangement have been made to collect all necessary information for much needed data cabling at many libraries in the System. Network Support team members, **Dave Kozlowski** and **Roseann Hausrath**, called or site-surveyed the libraries in question and discussed the cabling options, then collected or drew sketches containing the future cabling information for Bethany Technologies installation team. Library Consultant **Shirley Whelan, Dave Kozlowski** and I met with Bethany Technologies team at the West Seneca Public Library to review their and our needs during this business partnership. The planning for the first round of data cable installation at 4 libraries has been completed and the work will start soon.

Laser Color Printer Deployment Continues: **Dave Kozlowski** from Network Support has set up the color printers at 7 branches. That is a total of 27 printers deployed so far. The remaining 2 printers for the Marilla and North Park Libraries will be deployed as the circumstances allow.

Cyber Train Program Continues: It has been another very busy month for the Network Support team who delivered and set up 17 library Cyber Trains (portable computer training lab) at many 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.

Uncrowned Queens Project continues: **Dennis Lance**, from Network Support, has delivered the required computer equipment for this project to the Merriweather Library and configured it. Following the setup, a meeting at the library was attended by the

Uncrowned Queens founders Barbara A. Seals Nevergold, Ph.D. and Peggy Brooks-Bertram, Dr. P.H., Ph.D., Thomas Slomka, Director of Digital Library Projects, University at Buffalo, **Mary Jean Jakubowski**, **Ann Kling** and myself. During the meeting, the equipment was reviewed and Mr. Slomka performed a minor workflow demonstration.

Meet the Author Program: We had another relatively successful *Meet the Author* series on Friday, October 31st at 12:00 p.m. **Johnny Hsu** made all the necessary preparations for successful recording and “live” transmission to the “Ring of Knowledge”; however, due to technical difficulties encountered by the WBFO team, we could not transmit the interview to the “Ring of Knowledge”. Nevertheless, the interview was fully recorded.

Mail Address Extraction of Potential Library Donors: The Development and Communications Office requested a file containing library patrons’ mail addresses who are 25 years old and older, and who opted in for mail notification. **Johnny Hsu** performed the data extraction. Furthermore, the Network Support team, with the help of Library Consultant **Shirley Whelan**, manipulated the file containing the mail addresses. The file contained 32,626 patron addresses. The information will be submitted to Chief Development and Communications Officer, **Stanton Hudson**.

Report of the Human Resources Officer

Human Resources Officer **Doreen Woods** spoke to University of Buffalo Department of Information and Library Science Library School graduate students on October 17th about the future of public libraries.

LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY October 18 – November 14, 2008

OCTOBER

- 20 Meeting with Drs. Barbara Seals Nevergold and Peggy Brooks-Bertram, Uncrowned Queens Institute
- 20 Lunch meeting with Helene Kramer, Success Center Partners
- 20 2009 Proposed Budget meeting with Contracting Member Library Directors/Managers, City Branch Managers and Central Subject Department Heads
- 21 Meeting with Katy Shafer and Valerie Stanek, Parachute Group
- 21 Meeting with Chris Jacobs, Buffalo School Board member
- 21 Meeting with Victor Rice
- 21 Canisius College reception and lecture by Calvin Trillin - Contemporary Writers Series

Minutes of the Board of Trustees

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- 22 2009 Budget presentation to Legislature
- 22 Buffalo Niagara Partnership event - *State, County & City Comptrollers to Discuss Finances*
- 22 Western New York Library Resources Council meeting of the membership and awards presentation/dinner
- 23 Erie County Commissioners meeting - Rath Building
- 23 Meeting with Sterling Kozlowski, Regional President of KeyBank, Tom Emmerling, from Dobkins & Co., and Deputy Director Stanton Hudson
- 23 B&ECPL Board meeting - Julia Boyer Reinstein Library
- 27 Project Flight meeting
- 28 Local Government Shared Services Workshop - Holiday Inn Buffalo Amherst
- 28 B&ECPL Bylaws Committee meeting
- 29 Western New York Library Resources Council Conference - Millennium Hotel
- 30 Legislative Budget Hearing
- 30 Lunch meeting with Gordon Gross and Larry Buck
- 30 Second 2009 Proposed Budget meeting with Contracting Member Library Directors/Managers, City Branch Managers and Central Subject Department Heads
- 31 *Meet the Author* event

NOVEMBER

- 3 Meeting with Full Circle Studios
- 3 Erie County Fiscal Stability Authority meeting
- 5-8 New York Library Association (NYLA) Annual Conference - Saratoga Springs, New York
- 10 B&ECPL Policy Committee meeting
- 10 B&ECPL Bylaws Committee meeting
- 10 Meeting with Mayor Byron Brown
- 12 Library Managers & Directors meeting - Frank E. Merriweather, Jr. Library
- 12 Legislative Public Hearing
- 13 Business First Luncheon honoring Paula Sandy - Buffalo Niagara Convention Center
- 13 B&ECPL Executive Committee Meeting
- 14 University of Buffalo Department Reception for Bridget Quinn-Carey

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 – October 1-October 31, 2008
Development & Communications Office

DATE: November 12, 2008

OVERVIEW

Major activities centered on:

- Literacy initiatives (Community Breakfast)
- Implementation of The Big Read
- Planning for Central Library Special Events
- Planning of October “Meet the Author Lunchtime Library Series” event
- Preliminary discussions with Explore & More for a joint grant proposal
- Alexander Hamilton exhibition (May 1-June 12, 2009)

SPECIFIC ACTIVITIES/TASKS/ACCOMPLISHMENTS

Development

- Continued discussions of a major funding initiative that will put the B&ECPL in a more prominent leadership role to address the community’s literacy needs have taken place. To that end, a community breakfast is to be held on Thursday, December 4 at 8 a.m., featuring Library Director Quinn-Carey and a representative of the Queens Library who will discuss the role of libraries in successfully addressing community literacy needs. Letters of invitation have been created and a mailing list of more than 500 community leaders, elected officials, funders, and literacy organizations has been prepared. The Library Foundation is providing funding.
- Plans are underway for transitioning the Library Foundation back to the Central Library. Discussions were held with Foundation Chair to develop a method for handling various administrative activities associated with it.
- Luncheon and tour of the Library’s Special Collections held with County Executive Collins and individuals who may be interested in funding future projects related to the collections
- A new Special Events Policy proposed by the Policy Committee and adopted by the Board of Trustees has led to the following events being scheduled at the Central Library: Business First Top 100 Private Companies Awards Ceremony and Reception (Nov. 19), Theodore Roosevelt Inaugural National Historic Site

Victorian Christmas Opening Reception (Dec. 5), and The Partnership's Networking with a Twist (Jan. 8)

- Continued planning for the 2008 Annual Fund-internal mailing lists complete-appeal letter being formulated (based, in part, on approach taken on County budget)
- Met with representatives of Millington-Lockwood to discuss final arrangements for delivery on new furniture for Fables Café (slated for late November) that will expand current seating from 66 to just under 100
- Continued discussions with Fables Café to potentially expand catering of private receptions at the Central Library-considering effects this may have on current contract
- Held meeting of the B&ECPL Board Development Committee
- Continued planning for 2009 Hamilton exhibition, May 1-June 12, 2009. Marketing plan developed and major sponsorship being sought.
- Met with several new potential individual major donors
- Monitored sales from Novel Ideas on a weekly basis-store showed a profit for the month
- Progress has been made on creating a "portfolio" of images from the Central Library's Special Collections and Rare Books that will be developed into various reproductions to be sold to the public-a number of these images will be on display during the Business First Top 100 Private Companies event, as well as tours of the Mark Twain and the Rare Book Rooms
- Attended Erie County Legislature budget hearing-addressed question related future private funding initiatives

Community Contacts

- The Communications & Development Office continued to work with Mayor Brown's office to discuss community relations/media relations aspects of the closed North Park Library Branch
- Along with Director Quinn-Carey, COO Jakubowski, and City Branches Administrator Ann Kling, met with Deputy Mayor Donna Brown to discuss various issues related to literacy, including ways in which the City and the Library can work more collaboratively with respect to summer reading programming
- With Director Quinn-Carey, met with Buffalo Public Schools Board member Christopher Jacobs
- Attended Meals on Wheels commissary groundbreaking-spoke with funders from Wendt Foundation and Oishei Foundation
- Attended the Uncrowned Community Builders' program at the Merriweather Branch to showcase the soon-to-be initiated kiosk there that will capture oral histories of community residents
- Attended East Hill Foundation annual grant awards meeting
- Met with representatives of the Graycliff Conservancy to discuss future potential collaborative activities
- Attended the Buffalo Museum of Science's Museum's Attic event
- Attended Western New York Artists Group/BPO meeting

Programming/Public Relations/Marketing

- The Development & Communications Office, through the tireless efforts of Paula Sandy, coordinated all programming efforts related to The Big Read, as well as location arrangements for the “Find the Falcon” contest. More than 125 programs were held in locations throughout the Library System, including two lectures by Daishell Hammett biographer Dr. Richard Layman at the Central Library and the Buffalo & Erie County Historical Museum. Work has already commenced on the selection of a book for the 2009-10 cycle, with input being solicited from all Library Directors and Managers
- The Development & Communications Office coordinated various aspects of the October 31 “Lunchtime Library Meet the Author Series” event featuring Buffalo native Laura Pedersen and her book *Buffalo Gal*
- Met with representatives of the Uncrowned Community Builders to discuss future initiatives (fundraising/marketing) related to the collaboration
- Met with representatives of the Museum of Science to continue refining *Branched Out* programming for the fall of '08 and winter '09
- The Development & Communications Office, through Paula Sandy, continued coordinating efforts with members of the *Get Graphic* Committee on upcoming events/activities
- 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 in 2009
- Met with representatives of Full Circle Studios to continue discussing the potential for developing audio-visual materials to promote items from the Milestones of Science collection during 2009 and beyond—took representatives on tour of the Special Collections/Rare Books
- A prototype of an e-newsletter for staff has been created. A second e-newsletter for patrons is in the development stage.
- Paula Sandy continues to meet with representatives of the Central Library’s Young Adults area to discuss a ribbon-cutting ceremony to officially open the facility’s Teen Room (tentatively scheduled for December)
- Paula Sandy, working with East Delavan Branch Manager Smith, created a booth for a WUFO-AM Radio job fair held at the Convention Center on October 25

B&ECPL Meetings

- Attended/participated in B&ECPL Senior Management meetings
- Attended/participated in B&ECPL Administrative Team meetings
- Attended/participated in B&ECPL Executive Committee meetings
- Attended/participated in B&ECPL Board of Trustees meeting

**City Branch and Community Connections
Activity Reports
November 2008**

Crane

October was one of busiest months ever for programs. In addition to the in-house preschool program and Science Museum toddler and school age program, the library offered a series of 4 adult computer classes and Explore & More from East Aurora presented a program.

Two films, an adaptation of "Things Fall Apart" and the Hollywood production of, "The English Patient" were screened in conjunction with *Babel*.

On October 20, *Wordflight*, Crane's monthly poetry series, featured local poets Pamela Plummer and Paula Wachowiak. Pamela Plummer is the author of 2 volumes of poetry, *Skin of My Palms* (2004) and *Meditation on Ironing Boards & Other Blues* (1994). She is a recipient of the Hughes, Diop, Knight Poetry Award from the Gwendolyn Brooks Center for Black Literature and Creative Writing. Paula Wachowiak's poetry had been published in *Artifacts*, *The Buffalo News*, and *Artvoice*. Her works have also been featured on local television public arts programming. Twenty-seven poetry fans attended the performances which were followed by open-mike opportunities for novice and experienced poets. The series is hosted by local poet rycki zuckerman.

A reception during Friends of the Library week recognized 8 very important supporters and the Elmwood Village Green Committee met in the library Tuesday evening, October 28th.

Electricity was connected to the automatic doors.

Dudley

The *Preschool Storytime* presented by **Kate Puehn** from the Children's Department was held on October 6th, October 20th, and October 27th with a total of 58 in attendance. Children enjoyed stories and activities.

Combined special education classes from Hillery Park BPS #27 visited on October 17th. Children enjoyed Halloween and scary stories. They also had fun making a scary pumpkin face. There were 27 in attendance.

The *Branched Out* program for ages 6-10 was presented by the Buffalo Museum of Science on October 7th, October 14th, October 21st and October 28th with the themes *What*

if you Dunit?, It's What's Inside that Counts, Pumped Up and Excuse Me, but Does This Belong to You? There were a total of 60 in attendance.

The *Manga Cartooning* with Tom Fox was presented for teens on October 9th. The program was part of *The Big Read* in WNY. Teens practiced Manga drawing using the *Maltese Falcon* as one of the subjects. There were 8 in attendance.

Teens had fun playing Guitar Hero and Wii on October 2nd, October 16th, October 23rd and October 30th during Teen Gaming Night with a total of 28 in attendance.

Library Associate, **Debra Lawrence**, and Library Manager, **Dorinda Hayes**, taught the e-Mail Basics class on October 27th with a total of 11 in attendance.

A Girl Scout troop began using our Community Room on a weekly basis on October 3rd.

The public fax machine service began on October 9th.

On October 29th, Branch Manager, **Dorinda Hayes**, attended the WNYLRC Conference titled *Library Adaptation: Expose Yourself* held at the Millennium Hotel in Cheektowaga, NY. The presenters included R. David Lankes, Director of the Information Institute of Syracuse, Mary Ghikas, Senior Associate Executive Director of the American Library Association, Dr. Melissa Wanzer, Professor of Communication Studies at Canisius College and John Szabo, Director of the Atlanta-Fulton Public Library System. The presenters provided some useful insights into dealing with the challenges that libraries face now and in the future.

East Clinton

It was a busy month for programming at East Clinton. **Kate Puehn** from the Children's Room, presented weekly storytime for preschoolers on Tuesdays. Attendance was small, but the dedicated few who participated regularly enjoyed it so much their grandparents/parents said they talked about it all week.

The Buffalo Museum of Science presented 5 weekly programs, focused on the human body, for school-age children. These programs by the Science Museum continue to be well attended.

Teen Gaming Nights resumed in October. Guitar Hero still rocks, but the highlight (and best attended) was the night the Library borrowed the Wii gaming system. Even the senior citizens in the community are interested in the Wii.

As part of *The Big Read*, the branch hosted a movie night. The movie *Chinatown* was shown, and popcorn and apple cider were provided.

The driveway/parking lot improvements were completed this month.

East Delavan

As part of the Buffalo Reads initiative, East Delavan hosted a *Corduroy* story hour, *Maltese Falcon* themed gaming night and a visit by exotic birds from Hawk Creek.

The library's meeting room is in high demand and newcomers are excited to learn that the space is available for community meetings.

The library held gaming nights and dance classes 3 times each week.

Merriweather

On October 1st, the Merriweather Library began biweekly story times for Bethel Headstart preschoolers. The Children's Room staff conducts the first session at 9:45 am and **Sandra Blackman** conducts the 2:15 p.m. session. We hope this will be the beginning of a long relationship and that we will be able to convince other preschool and day care providers to bring the children to the library.

The Merriweather Library became the First-in-the-Nation Uncrowned Queens Institute Affiliate on Saturday, October 4th. The Uncrowned Queens Institute, in partnership with the Buffalo & Erie County Public Library, unveiled the first Uncrowned Community Builders Technology site in the Frank E. Merriweather, Jr. Library. The UCB technology site will allow individuals to log on to the Uncrowned Queens site, become a member, receive a user name and password and begin the process to send a biography, photo(s) and audio messages directly to the webpage. A film screening of the *Maltese Falcon* was done October 11th.

The Arts Council in Buffalo & Erie County presented an Arts Funding Application seminar on October 7th. Attendance at 1 session is mandatory in order to apply for funding.

On October 8th the Buffalo Economic Renaissance Corporation met in the auditorium to discuss ways to strengthen the Jefferson Avenue commercial district and surrounding neighborhood.

The *Make a Multicultural Mask* with Explore and More was a hit with both the children and the instructor on October 28th.

With the help of former Library Administrator, Sharon Holley and her husband Ken, the library held a very successful book sale which raised \$709.09.

Niagara

Kristina Formicola, practicum student, held a Basic e-Mail class for adults. She was clear and concise and made very good use of analogies to make it more understandable. She also conducted a library orientation to a group of high school students in the advanced ESL class from the International Preparatory School at Grover. Both students and teachers enjoyed the program. We registered 31 students for library cards that day. Kristina has become so well liked by the staff that we wish we could keep her.

Educational Opportunity Night wasn't the success the library staff had hoped for. Thirteen schools participated, including representatives from the UB EOP Office and ECC Financial Aid, but only 6 students attended. As discouraging as this was, Branch Manager, **Brian Hoth**, received many good ideas and suggestions from the admissions representatives about what can be done differently to attract more teens. Another attempt will be made in the spring.

The Library held its first "Friends of the Library" meeting on October 29th. Five interested and enthusiastic patrons attended. Cluster Manager, **Pat Covley**, and Branch Manager, **Brian Hoth** explained what friends groups are and what their purpose is. Examples of what friends groups do such as advocacy, helping with programs, and fundraising were presented. **Brian Hoth** suggested that Elaine Panty come to the next meeting to share her insights and experiences with the Riverside Library Friends Group

The Teen Zone is coming together nicely. The pod chairs and coffee table were received this month and the teens are beginning to use the space. The slatwall also arrived and a work order has been placed with the Maintenance Department. The library hopes to have a grand opening soon.

The Masonic Child ID program was a success. Sixteen children were registered.

The preschoolers love **Miss Wanda** from the Children's Room and have enjoyed her programs all month. They can't wait until she comes back.

Three students from DaVinci High School are working on their 20 hours of community service as a school assignment. They are working with the senior pages shelving materials and shelf reading.

North Park

Staff have been organizing and packing up North Park's collection.

Library Associate, **Tammy Linkowski**, has been organizing and packing the workroom and circulation office/clerk supplies.

Monica Mooney chose 89 VHS tapes for Institutions. All 2007 magazines and the past 6 months of our weekly magazines were sent to Institutions. **Tammy Linkowski** also chose some children's VHS tapes for the Niagara Branch Library.

On October 9th, Central Shipping staff picked up the Lookie Bookie and took it back to Central, thus ending an interesting era in library service to the patrons in North Buffalo.

Library Manager, **Dale Schmid**, attended WNYLRC's Library Adaptation: Expose Yourself Regional Conference on October 29th. The speakers were interesting and informative.

Riverside

Attendance at *Preschool Storytime* has been steady with a monthly total of 43 children and 18 adults.

The library participated in *The Littlest Read* working in conjunction with Jumpstart's Read for the Record Campaign to break a world record for the number of children and adults reading the same book (*Corduroy*) on the same day. Riverside's contribution was 2 children and 1 adult.

The *Branched Out* program was off to a slow start, but attendance has picked up for a monthly total of 37 children.

Only 3 teens showed up for the *Manga Art* with Tom Fox program. Twenty-six children pre-registered for this event. Mr. Fox stayed over an hour with the 3 who showed very high interest in his instructions.

Family Fun Night, with a mummy theme, was very successful. Twenty-nine children and 5 adults dressed up as mummies and had lots of fun.

Three Birds of Prey held the attention of 17 children on October 21st at the Hawk Creek program. An owl, falcon, and eagle were brought in to educate and entertain the children.

Security Guard, **Mike Williams**, spoke to Douglas Dubose, a nationally ranked chess player, about starting a Chess Club at Riverside. Mr. Dubose has agreed and has made a commitment to meet once a week. Attendance has averaged at 8 per meeting.

Nancy Smith, entertained 17 children and 3 adults with spooky stories and a scary craft on Friday October 31st. Bagged treats were handed out to each child at the end. All children came dressed in their Halloween outfits. The Friends of the Library provided funding for the event. **Leah Brown, Mike Williams, and Nancy Smith** decorated the meeting room in traditional spooky décor.

The Library's Abitibi recycling container had a good start, actually filling up completely in the first month.

Correctional Facility and Holding Center and Home

The newly updated Senior Services link is now on the homepage, www.buffalolib.org. This link contains information on all Senior Activity Kits, Bifolkal Kits, and Reminisce Kits, as well as descriptions and pictures of the kits, requirements for checking out a kit, how to request a kit, and an online submission form to request a kit.

There is also an annotated list on suggested websites for seniors, their families, and caregivers. Publicity was mailed out to agencies that currently use the kits. In addition, **Monica Mooney** has been calling other agencies and will be mailing out more publicity to dozens of senior facilities throughout the area.

On October 27th, **Monica Mooney** visited Blocher Homes (Beechwood Continuing Care) in Williamsville and met with Activities Director Holly Lang to discuss the department's programming resources. Ms. Lang was very impressed with what the Library offers and requested a kit.

On October 15th, in our continuing partnership with the Business, Science and Technology Department, Librarian **Kara Stock** and **Monica Mooney** went to the Buffalo Correctional Facility Work Release program on the Wende Facility grounds. Kara gave a 45-minute presentation "Public Library Resources for Ex-Offenders." Over 30 inmates attended the program which included some good job-hunting tips for ex-inmates. The program was very well received by both inmates and staff at the facility.

The Home Library has received many new DVDs and CDs. Library Clerk, **Amy Pieczynski**, has been very busy processing over 150 titles so far with more to come. The staff has received many compliments from residents who enjoy both classic and contemporary music and movies, as well as the latest books on CD.

Senior Page, **Marge Smith**, continues to do her weekly cart service to residents who can't make it to the library. They are very appreciative of her efforts.

Contracting Library Activity Reports – November 2008

Alden Ewell Free Library - submitted by Kris Rogers, Library Manager

August 2008 was the end of our fantastic Summer Reading Program. We kicked off the event by hosting a family game night. We registered 74 children for the Summer Reading Challenge of 600 minutes. Twenty-six children read a total of 14,400 minutes. All the children who turned in their reading logs were eligible for weekly prizes and our grand prize. We gave away 4 tickets to the Attica Arcade Railroad to a family with 2 ten hour readers!

Other summer highlights were the In Jest Comedy Show, a Manga Art Workshop for teens, a Family Wolf Education Program and Beaver Meadow's Bug Show. The library hosted a week-long Camp Bug-a-Loo for children in grades K-5. This was a 1 1/2 hour day camp held here at the library with games, crafts and stories relating to our bug theme. We also gave a tour to 14 Alden Summer Academy students. Our staff would like to thank our volunteers and Friends of the Library for their time and financial support of the Summer Reading Program.

Throughout the summer, we held Pajama Story Time for children ages 3 to 5 one evening each week. This program was widely received and encouraged us to provide an evening Story Time this fall which has been a success. We also are continuing with morning Story Time on Mondays.

September brought us local author Tim Shannon, who promoted his novel about the Attica prison. We also hosted a fun, family magic program by Ted Burzynski. His magic show appeals to youngsters of all ages.

In October, we were visited by more than 100 third grade students from Alden Intermediate School. The children learned about the history of our beautiful building and were encouraged to come back with their parents to get a library card of their own. We also sponsored visits by the Buffalo Museum of Science and Hawk Creek Nature Center as part of *The Big Read*.

Plans for the rest of 2008 include a program by the Alden Historical Society about Alden's connection to the Pilgrims and, on the same evening, an introductory program on genealogy. In December, we will sponsor a story and craft session as part of the Alden Chamber of Commerce *Christmas in the Park*. We will also have Explore and More bring their graham cracker house activity to the library, which is an annual favorite. In order to thank our Board of Trustees and our volunteers, we will host our second annual "Yule at the Ewell" party on December 14th.

Aurora Town Public Library - submitted by Lee Ainsworth-Mahaney, Library Director

The Aurora Town Public Library (ATPL) set new programming records in October. With more than 800 people attending 34 scheduled programs, the library was a very busy place. Add to that a 107% increase in computer use in September (October statistics not yet available) and a 7% increase in circulation over the first three quarters of the year; this relatively "little" library is bursting at the seams.

October programs included several *Big Read* events. Unfortunately, only one person attended the *Maltese Falcon* book discussion, but 18 children enjoyed the *Littlest Read* program, *Excuse me, does this belong to you?* conducted by the Museum of Science. With the success of the film noir series, patrons are requesting additional theme-related film programs.

Also in October, the Friends of the Aurora Town Public Library sponsored the program series, *Marvelous Mammals and More*. An audience of 230+ filled the center of the library for a visit from the Niagara Falls Primate Sanctuary. Five animals helped presenters explain what role primates play in our world, and why we need to protect them. It was quite a sight! Explore and More... a Children's Museum showed a room filled with excited children how to make felted snakes, and the finished products were beautiful as well as educational. The Zoomobile presented programs for toddlers and also for those school-aged children who were home for the Columbus Day holiday.

On a more serious note, ATPL anticipates that the two-year Main Street reconstruction project will have a dramatic negative impact on all Main Street traffic and commerce. Already, the installation of water and sewer lines has obstructed access to the library driveway and parking lot at various intervals. Providing regular services without disruption will be a challenge, but the Board and staff are committed to taking whatever measures are necessary to remain operational and accessible. Options under discussion include re-routing the driveway (not easy to do), shifting some service hours, and exploring delivery service to some patrons (e.g., persons with disabilities) whose access might be compromised. ATPL will make good use of any "down-time" evaluating collections, conducting outreach, and investigating solutions to ongoing lighting problems.

Agenda Item G - Public Comment. No public comment.

Agenda Item H - Unfinished Business. No unfinished business.

Agenda Item I - New Business.

Agenda Item I.1 - Amend Contract with O'Connell & McClaren, LLP. Deputy Director Mary Jean Jakubowski explained we recently were notified the firm O'Connell &

McClaren, LLP officially dissolved and Susan McClaren, Esq., who has worked with the library for many years and with whom we have been extremely satisfied, has joined Webster Szanyi, LLP as a partner in charge of their labor practices. Included in the amendment are statements to indicate there will be no changes in conditions or terms from the original contract. Trustee Juncewicz had questions regarding renewal of the policy and Ms. Jakubowski replied they have been renewing this contract on an annual basis; Mr. Stone provided additional detail. Ms. Pordum moved for approval and was seconded by Ms. Horton. Approval was unanimous.

RESOLUTION 2008-56

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) has contracted with O'Connell & McClaren, LLP as labor council for personnel issues since 2003, and

WHEREAS, on October 30, 2008 the B&ECPL was notified of the dissolution of O'Connell & McClaren, LLP, and

WHEREAS, Susan McClaren, Esq., with whom the Library has worked with successfully, is now a partner with the law firm of Webster Szanyi, LLP, and

WHEREAS, the law firm of Webster Szanyi has agreed to allow Ms. McClaren to continue as Council for the B&ECPL, under the terms and conditions of the contract between O'Connell & McClaren, LLP and the B&ECPL, now therefore be it

RESOLVED, that the Board of Trustees authorizes the Library Director to amend this contract and enter into agreement with Webster Szanyi, LLP.

As there was no further business, Mr. Buck moved to enter executive session. He was seconded by Ms. Summer. All staff members were excused from the room. The session commenced at 4:42 p.m. and concluded at 4:46 p.m. No action was taken.

Respectfully submitted,

Frank Gist
Secretary