

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 18, 2008

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, September 18, 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  
Annette A. Juncewicz  
Anne M. Leary  
Hormoz Mansouri  
Elaine M. Panty  
Judith K. Summer  
Sharon A. Thomas

George M. Zimmermann, Trustee Emeritus

Excused:                   Phyllis A. Horton - out of town  
                                  Mario J. Rossetti - conflict  
                                  Wayne D. Wisbaum - out of town

Chair W. Lawrence Buck called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room.

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

Agenda Item C - Minutes of the meeting of July 17, 2008. Brought to our attention, in the Report of the Human Resources Director, Kristie Rogers and Karen Muchow are from the Ewell Free Library not the Newstead Library as stated. Also, Trustee Berlow stated he arrived on time. On motion by Ms. Pordum, seconded by Ms. Panty, the Minutes of the Meeting of July 17, 2008, were approved as amended per these changes.

Agenda Item D – Report of the Chair. Mr. Buck announced new trustee Anne M. Leary was formally approved, received her information packet and will be welcomed upon her arrival. Both he and Director Quinn-Carey look forward to having lunch with her soon.

Annette Juncewicz, Anne Leary and George Zimmermann arrived at approximately 4:04 p.m.

Off topic, Trustee Berlow expressed he was very pleased we started our traveling Board meetings in July but would like more interactivity, meaningful dialogue and informational exchange with as many of the selected library's Board members attending as possible. Mr. Buck commented Boards are made aware of the meetings and have the opportunity to attend. Director Quinn-Carey stated she would love to see it be that; we can make the offer and stress the invitation.

Mr. Buck continued his report reminding trustees the trustee survey was sent out in the Board packet and requested they be handed in soon to be collated and reviewed so a report can be prepared.

Mr. Buck welcomed new Board member, Anne M. Leary, and provided some background information. Ms. Leary acknowledged she was happy to be here and it is for the love of the library.

Mr. Buck reminded everyone the next October 23<sup>rd</sup> Board meeting will be at the Cheektowaga Julia Boyer Reinstein Library on Losson Road.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Rebecca Pordum reported the Executive Committee met on September 9<sup>th</sup> at the Central Library. Trustees Buck, Pordum, Berger, Horton, Thomas, Summer and Panty were present, as were Director Bridget Quinn-Carey and Deputy Directors Mary Jean Jakubowski, Kenneth Stone and Stanton Hudson. The meeting was called to order at 4:10 p.m. Several informational issues were presented which were to be discussed later in the meeting. Proposed agenda items for the September 18<sup>th</sup> Board meeting were presented, and the Committee confirmed each one.

Staff presented resolutions 2008-38, 2008-39, 2008-40, 2008-41 dealing with New York State Construction Aid applications. Following discussion, the Committee unanimously approved all four resolutions pursuant to Resolution 2008-33, approved by the Board in July. The following resolutions were approved on September 9, 2008. The meeting adjourned at 5:45 p.m.

RESOLUTION 2008-38

WHEREAS, up to an estimated \$664,117 in the New York State \$14,000,000 Public Library Construction Grant Program is available to support up to 50% of eligible costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, while this is the third year this program has been offered, this program, unlike the State's \$800,000 Public Library Construction Program, is not recurring under current state law, and

WHEREAS, this grant provides an opportunity to leverage public and private funds to increase the amount available to finance badly needed capital rehabilitation, energy saving and related projects, and

WHEREAS, the Central Library is in need of reconstructing the Ellicott Street entrance to provide Americans with Disabilities Act (ADA) compliant access and installing additional electrical service in the auditorium, and

WHEREAS, these improvements would provide a more inviting, safe and comfortable environment for patrons, staff and pedestrians, and

WHEREAS, estimated costs for these items total \$369,875, with the requested State grant covering \$176,314 with a local share of \$193,561, and

WHEREAS, pursuant to Resolution 2008- 21 adopted by the Board of Trustees of the Buffalo and Erie County Public Library on May 15, 2008, this project is eligible for a \$158,683 "system grant" for the purpose of assisting B&ECPL libraries in meeting the 2008-2009 New York State Library Construction Program local match requirement, and

WHEREAS, County share funding for the remaining local share has been requested for inclusion in the 2009 County Capital Budget, which has not yet been adopted, and

WHEREAS, without assurance of the local share availability, the entire application would likely be rejected and the \$176,314 in grant funding forfeited, and

WHEREAS, sufficient funding is available within the Library fund's "Designated for Grant Match" balance sheet account to advance funds for the \$34,878 remaining local share requirement for this work until such time as County capital or alternate funding can be secured, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo and Erie County Public Library assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
- 2) It fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met; and
- 3) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo and Erie County Public Library was established, the Erie County-owned Central Library building is a public library operated by the Buffalo and Erie County Public Library, which the Buffalo and Erie County Public Library fully expects and intends to operate as a public library for at least the next 10 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to submit a \$14,000,000 NYS Public Library Construction Grant Program request for the Central Library in the amount of \$176,314, which, combined local share funding of \$193,561, would yield a total of \$369,875 for improvements at the Central Library, and be it further

RESOLVED, that the Board supports the use of \$158,683 in funds from the "Designated for Grant Match" balance sheet account as a "system grant" towards meeting the local share match requirement pursuant to Resolution 2008-21 and authorizes the use of \$34,878 from the "Designated for Grant Match" balance sheet account to advance the remaining local share until such time as 2009 County capital or alternate funding can be secured, and be it finally

RESOLVED, that the Director transmit the necessary grant application, forms and documents in time to meet the September 12, 2008 filing deadline.

#### RESOLUTION 2008-39

WHEREAS, up to an estimated \$664,117 in the New York State \$14,000,000 Public Library Construction Grant Program is available to support up to 50% of eligible costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, while this is the third year this program has been offered, this program, unlike the State's \$800,000 Public Library Construction Program, is not recurring under current state law, and

WHEREAS, this grant provides an opportunity to leverage public and private funds to increase the amount available to finance badly needed capital rehabilitation, energy saving and related projects, and

WHEREAS, the Dudley Library is in need of rehabilitation of interior lighting and the parking lot, and

WHEREAS, these improvements would provide a more inviting, safe and comfortable environment for patrons, staff and pedestrians, and

WHEREAS, estimated costs for these items total \$88,395, with the requested State grant covering \$44,197 with a local share of \$44,198, and

WHEREAS, pursuant to Resolution 2008- 21 adopted by the Board of Trustees of the Buffalo and Erie County Public Library on May 15, 2008, this project is eligible for a \$39,777 "system grant" for the purpose of assisting B&ECPL libraries in meeting the 2008-2009 New York State Library Construction Program local match requirement, and

WHEREAS, City share funding for the remaining local share has been requested for inclusion in the 2009 City Capital Budget, which has not yet been adopted, and

WHEREAS, without assurance of the local share availability, the entire application would likely be rejected and the \$44,197 in grant funding forfeited, and

WHEREAS, sufficient funding is available within the Library fund's "Designated for Grant Match" balance sheet account to advance funds for the \$4,421 remaining local share requirement for this work until such time as City capital or alternate funding can be secured, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo and Erie County Public Library assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
- 2) It fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met; and

- 3) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo and Erie County Public Library was established, the City of Buffalo-owned Dudley Branch Library building is a public library operated by the Buffalo and Erie County Public Library, which the Buffalo and Erie County Public Library fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to submit a \$14,000,000 NYS Public Library Construction Grant Program request for the Dudley Library in the amount of \$44,197, which, combined local share funding of \$44,198, would yield a total of \$88,395 for improvements at the Dudley Library, and be it further

RESOLVED, that the Board supports the use of \$39,777 in funds from the "Designated for Grant Match" balance sheet account as a "system grant" towards meeting the local share match requirement pursuant to Resolution 2008-21 and authorizes the use of \$4,421 from the "Designated for Grant Match" balance sheet account to advance the remaining local share until such time as 2009 City capital or alternate funding can be secured, and be it finally

RESOLVED, that the Director transmit the necessary grant application, forms and documents in time to meet the September 12, 2008 filing deadline.

#### RESOLUTION 2008-40

WHEREAS, up to an estimated \$34,191 in the 2008-2009 New York State \$800,000 Public Library Construction Grant Program is available to support up to 50% of eligible costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage public and private funds to increase the amount available to finance badly needed capital rehabilitation, energy saving and related projects, and

WHEREAS, the Riverside Library is in need of replacing its failing heating ventilation and air conditioning (HVAC) system, and

WHEREAS, these improvements would provide a more inviting, safe and comfortable environment for patrons, staff and pedestrians, and

WHEREAS, estimated costs for these items total \$82,320, with the requested State grant covering \$37,191 with a local share of \$45,129, and

WHEREAS, pursuant to Resolution 2008- 21 adopted by the Board of Trustees of the Buffalo and Erie County Public Library on May 15, 2008, this project is eligible for a \$33,472 "system grant" for the purpose of assisting B&ECPL libraries

in meeting the 2008-2009 New York State Library Construction Program local match requirement, and

WHEREAS, City share funding for the remaining local share has been requested for inclusion in the 2009 City Capital Budget, which has not yet been adopted, and

WHEREAS, without assurance of the local share availability, the entire application would likely be rejected and the \$37,191 in grant funding forfeited, and

WHEREAS, sufficient funding is available within the Library fund's "Designated for Grant Match" balance sheet account to advance funds for the \$11,657 remaining local share requirement for this work until such time as city capital or alternate funding can be secured, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo and Erie County Public Library assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
- 2) It fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met; and
- 3) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo and Erie County Public Library was established, the City of Buffalo-owned Riverside Branch Library building is a public library operated by the Buffalo and Erie County Public Library, which the Buffalo and Erie County Public Library fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to submit an \$800,000 NYS Public Library Construction Grant Program request for the Riverside Library in the amount of \$37,191, which, combined local share funding of \$45,129, would yield a total of \$82,320 for improvements at the Riverside Library, and be it further

RESOLVED, that the Board supports the use of \$33,472 in funds from the "Designated for Grant Match" balance sheet account as a "system grant" towards meeting the local share match requirement pursuant to Resolution 2008-21 and

authorizes the use of \$11,657 from the "Designated for Grant Match" balance sheet account to advance the remaining local share until such time as 2009 City capital or alternate funding can be secured, and be it finally

RESOLVED, that the Director transmit the necessary grant application, forms and documents in time to meet the September 12, 2008 filing deadline.

RESOLUTION 2008-41

WHEREAS, up to \$37,191 in the regular \$800,000 state-wide New York State Public Library Construction Grant Program is available to support up to 50% of eligible project costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, up to \$664,117 in a special \$14 million state-wide supplemental New York State Public Library Construction Grant Program is available to support up to 50% of eligible project costs for projects benefiting the public libraries located within Erie County, and

WHEREAS, the Buffalo & Erie County Public Library in its role as a Library System must evaluate, rank and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of ten projects were submitted for the \$14 million program supporting the Anna Reinstein, Audubon, Boston Free, Central, Clarence, Clearfield, Dudley, Elma, Grand Island, and Tonawanda City Libraries, and

WHEREAS, one project was submitted for the \$800,000 program supporting the Riverside Library, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library on May 15, 2008 adopted Resolution 2008-21 authorizing the use of the Library's designated fund balance for grant match to offer system grants to all B&ECPL public libraries for the purpose of assisting said libraries in meeting the 2008-2009 New York State Library Construction Program local match requirement, and

WHEREAS, pursuant to Resolution 2008-21 the system grant is calculated as a percentage of the New York State Construction Grant amount, with that percentage equal to each library's "discount rate" under the "E-Rate" program, now therefore be it

RESOLVED, that pursuant to the requirements of both grants, the Board of Trustees of the Buffalo and Erie County Public Library recommends approval of all requested projects, including committing the use of the Library's designated fund balance for system grant matches ranked as follows:

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Projects Recommended for NYS \$14 Million Public Library Construction Grant Program

Description	Rank	E-Rate Disc. %	LOCAL FUNDS			NYS Const Grant	Total
			System Grant Amount	Library/ Municipal ity	Total Local Funds		
<b>Contracting Library Requests</b>							
Amherst Public Library - Audubon Library: replace roof on original (1986) portion of building	4	40%	\$59,000	\$88,500	\$147,500	\$147,500	\$295,000
Amherst Public Library - Clearfield Library: replace 17 original windows (1968) with new energy efficient windows	8	40%	\$2,280	\$3,419	\$5,699	\$5,699	\$11,398
Boston Free Library: Rehabilitate parking lot including 1 1/2" new asphalt; add ADA lift to basement children's area; rehab 65 yr old windows; add new insulation to attic; and add lighting to parking area	2	50%	\$5,690	\$5,693	\$11,383	\$11,382	\$22,765
Cheektowaga Public Library - Anna Reinstein Memorial Library: Replace failing HVAC, aging windows and lighting with energy efficient models.	5	60%	\$107,417	\$71,612	\$179,029	\$179,029	\$358,058
Clarence Public Library: add automated door openers to interior vestibule doors	10	40%	\$1,242	\$1,862	\$3,104	\$3,104	\$6,208
Elma Public Library: Replace leaking roof and failing septic system	1	40%	\$7,500	\$11,250	\$18,750	\$18,750	\$37,500
Grand Island Memorial Library - Rehabilitate/reconstruct deteriorated parking lot	9	40%	\$19,998	\$29,997	\$49,995	\$49,995	\$99,990
City of Tonawanda Public Library - Reconstruct entry	7	60%	\$16,888	\$11,259	\$28,147	\$28,147	\$56,294
<b>Total Contracting Libraries</b>			\$220,015	\$223,592	\$443,607	\$443,606	\$887,213
<b>Buffalo Branch Library Projects</b>							
Dudley Library - Rehabilitate parking lot including removal and reconstruction as needed and resurfacing; and replace lighting with energy efficient in ceiling units	6	90%	\$39,777	\$4,421	\$44,198	\$44,197	\$88,395
<b>Total Buffalo Branches Libraries</b>			\$39,777	\$4,421	\$44,198	\$44,197	\$88,395
<b>Central Library Project</b>							
Reconstruct Ellicott Street entrance to be ADA accessible (present access stairs only) and provide additional electrical service in the Library Auditorium	3	90%	\$158,683	\$34,878	\$193,561	\$176,314	\$369,875
<b>Total Central Library</b>			\$158,683	\$34,878	\$193,561	\$176,314	\$369,875
<b>Combined Buffalo Branches &amp; Central Library</b>			\$198,460	\$39,299	\$237,759	\$220,511	\$458,270
<b>Grand Total ALL Project Costs:</b>			\$418,475	\$262,891	\$681,366	\$664,117	\$1,345,483
<b>Total Program Grant \$ Available to B&amp;ECPL</b>						\$664,117	

**Project Recommended for NYS \$800,000 Public Library Construction Grant Program**

Description	LOCAL FUNDS				NYS Const Grant	Total
	E-Rate Discount %	System Grant Amount	Library/ Municipality	Total Local Funds		
<b>Buffalo Branch Library Project Rank #1</b>						
Riverside Library HVAC Replacement	90%	\$33,472	\$11,657	\$45,129	\$37,191	\$82,320
<b>Total Buffalo Branches Libraries</b>			\$33,472	\$11,657	<b>\$45,129</b>	<b>\$37,191</b>
<b>Total Program Grant \$ Available to B&amp;ECPL</b>					<b>\$37,191</b>	

, and be it finally

RESOLVED, that the Director transmit the necessary grant application, forms and documents in time to meet the September 12, 2008 filing deadline.

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

Trustee Berlow requested a copy of the September 9, 2008, Executive Committee meeting report.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director Stone further detailed the above resolutions dealing with the New York State Construction Grants that were approved at the Executive Committee meeting stating typically awards may not be confirmed until as late as March or April of next year. Trustee Berger asked Mr. Stone to brief trustees on budget and finance matters.

Agenda Item E.2.a - The Budget and Finance Committee met on August 13<sup>th</sup> to adopt the 2009 budget request for Erie County and Mr. Stone reported it was submitted to the County on time. Director Quinn-Carey and he attended a brief, informal budget hearing with the County Executive’s staff where they reviewed where they are and where we are. Continuing service enhancements that were adopted by the Legislature this year was requested. No additional items in the budget dollar request were asked for, but a separate handout listing additional service enhancements to be considered if

additional funds were available was provided. Mr. Stone briefly discussed the impact of reduced state aid and the current poor market.

Mr. Buck asked if we had a sense of what we may expect. Mr. Stone explained the County is facing a very challenging budget. Ms. Quinn-Carey added the deputies had met to discuss a strategy but reiterated it is hard to really know what to do until the final numbers from the County Executive's office are known. She informed trustees we have been in contact with our legislators to stress the importance of our continued level of funding and are being as proactive as we can, stating we do have some strategies in place for communications to go out to our different constituencies including the contract library boards, legislators and our staff to let them know as soon as possible what the effect will be and what we think we need to do as far as advocacy with the Legislature if needed.

Agenda Item E.2.b - Broadband Universal Access Grant Application Approval.

Mr. Stone introduced Resolution 2008-42 reporting this grant will provide mostly equipment to make our network function more effectively and allow us to improve the bandwidth we have in addition to increasing the bandwidth for two libraries.

Ms. Juncewicz moved, Ms. Panty made a second, and approval was unanimous.

#### RESOLUTION 2008-42

WHEREAS, the 2007-08 New York State budget, submitted by former governor Eliot Spitzer, appropriated \$5,000,000 to provide seed money through competitive grants to promote research, design and implementation of innovative solutions to affordable Internet access for underserved urban and rural communities, and

WHEREAS, the New York State Library Development was awarded \$621,010 as a result of their joint application to the New York State Universal Broadband Access Grant Program for a statewide project entitled, "Bringing Broadband to New York's Libraries," and

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) is eligible to apply for a grant of up to \$24,396.80 of the total amount granted to the New York State Library with no B&ECPL match requirement as the grant match is being supplied by the Bill and Melinda Gates Foundation through the New York State Library, and

WHEREAS, B&ECPL staff developed a list of equipment and expanded bandwidth projects that would utilize the entire allocation and benefit the B&ECPL, and

WHEREAS, the application was completed and made available for Board review, now, therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves the Universal Broadband Access Grant application to the Division of Library Development, New York State Library, as submitted prior to the August 4, 2008 application deadline, and be it further

RESOLVED, that upon notice of award of the grant, the Buffalo & Erie County Public Library Board of Trustees authorizes amending the Library grant budget to establish the Universal Broadband Access Grant with \$24,396.80 in anticipated grant revenue and expenditures for communications equipment and expanded bandwidth, and be it further

RESOLVED, that should the grant award vary from the above, the change will be returned to the Board for review, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director and her designees to administer and disburse grant funding.

Agenda Item E.2.c - Authorization for Director to Approve Transfers in Excess of \$5,000 through 2008 Year-end. Mr. Stone reminded trustees this routine action is taken every year and allows the Library to make transfers when wrapping up year-end and dealing with purchasing deadlines. Mr. Stone explained that new for this year, if we have positive movement on the North Park Branch Library, we might need to do some transfers to make sure we keep our end of the terms. Ms. Junczewicz moved for approval and was seconded by Ms. Thomas. Approval was unanimous.

#### RESOLUTION 2008-43

WHEREAS, the 2008 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications-related expenses and receipt of E-rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the E-rate supported accounts towards the end of the fiscal year are too low to accommodate the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers, and in the case of contracting libraries, contract budget amendments, to be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, this year there may arise a need to respond quickly, within the existing overall budget, to address costs that may be necessary to address North Park Library temporary space needs, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that the Board Chair is authorized to execute contract library contract budget amendments needed to implement transfers needed to address library termination costs, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications-related expenses and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for June and July was presented for information.

Agenda Item E.3 – Development Committee. Mr. Connors, Chair of the Development Committee, reported the Committee met September 16<sup>th</sup> pointing out it had been their first meeting in a number of years. Mr. Hudson has been providing his development activity report every month which shows his office is actively engaged in the community both in fundraising activities and grant writing. The Committee went over the development and communications objectives and a number of grants and activities happening right now. He thanked the Foundation for partially funding some of these. The Committee discussed revisiting the Volunteer Policy formulated back in 2005 as well as the Central Library Special Events Policy, helping the Foundation revitalize the Grosvenor Society and looking at private funds and collaborations to continue the level of programming at the Library which he feels has been tremendous both at Central and the branches in the last 12 to 18 months. He extended an invitation to get involved with the Development Committee and has drafted Anne Leary.

Mr. Berger questioned if insurance coverage was part of the Central Library Special Events Policy. Mr. Connors stated there was a provision for a certificate of insurance to be submitted to the Buffalo and Erie County Public Library. Ms. Summer, who chairs the Policy Committee, commented when this policy was adopted in the spring, it was adopted as a temporary policy with the idea it would be revisited before the end of the year. She asked if anyone had any comments, concerns or suggestions about what needs to go into the final policy, they let her know and the Committee will address these. Mr. Connors requested the interim policy be transmitted to the Board members before the next Policy Committee meeting on October 16, 2008.

Mr. Berlow inquired where the bookstore gift shop fits in. Mr. Connors stated there are conversations going on – one of the concerns is staffing. He explained currently the shop is to be staffed by a civil service position which is curtailing profits. Discussions are ongoing on how to utilize the shop as an income generator more effectively and possibly getting advice from professional retailers on how to improve the offerings. Mr. Berlow acknowledged the shop does look brighter, more attractive and inviting and suggested contacting the Darwin Martin House which has an effective gift shop.

Agenda Item F – Report of the Director. Bridget Quinn-Carey stated her report was extra thick as reports for both July and August were included and her colleagues had many exciting things to share with the tremendous amount of activity going on programmatically with visits and exhibits not only at Central but the City and contracting libraries. Ms. Quinn-Carey referred to a handout distributed to trustees at the meeting pertaining to long range plans for Special Collections stating it is a working document with a vision for the future of Special Collections. She went on to explain it is for informational purposes and she has worked with staff to develop this as a way to start discussion with people in the community about the role that our Special Collections play for not only the Library but also as a cornerstone for the cultural and historical educational programs and initiatives that are going on within the entire region. She requested trustees read this over, explaining this will be discussed over time to solidify the role our Special Collections should play in our future and how this also affects what else is going on in the community. She commented the exhibits we have done in her short time here have been incredibly well received and shared positive comments received on some of these exhibits.

Regarding North Park, Ms. Quinn-Carey reported our lease proposal is planned to be on the September 30<sup>th</sup> Common Council's agenda. If it is passed, it will go to the City Control Board and hopefully we will then know what our status is as far as moving into temporary space. She reminded everyone the Lookie Bookie service will cease at the end of this month as the weather is not conducive to having a staff person or the public in the van.

Sharon Thomas asked if we are looking for the City to do the renovations. Ms. Quinn-Carey explained the tenant improvements are included in the lease agreement we forwarded to the City. Mr. Berlow reiterated the lease was set up so the landlord, a private entity, has to produce a key ready product and the City will only have to pay the rent.

Ms. Quinn-Carey announced both she and Ann Kling are attending the North Buffalo Good Neighbor Planning Alliance Committee meeting on September 24<sup>th</sup> where they will be doing a presentation on the status of North Park.

Mr. Buck questioned if we know when the City Control Board meets. Mr. Stone commented he believes their Control Board has a more regular schedule, but expects within 30 days. He added, the property owner would do the tenant improvements stating they basically have said they could do it within 60 days of the building permit, perhaps sooner as it may be a slower time for them.

Additional discussion ensued regarding details of the lease agreement.

Ms. Quinn-Carey continued her report, informing trustees that we continue to be in discussions with the Community Foundation regarding working with them collaboratively on literacy initiatives. Invitations were given out for the ribbon-cutting ceremony at the East Delavan Branch Library for the Read to Succeed Program which is being underwritten by the Josephine Goodyear Foundation as well as for the launching of the Uncrowned Community Builders Interactive Kiosk at the Merriweather Branch Library on October 4<sup>th</sup>. Trustees were encouraged to attend both events. Ms. Quinn-Carey added she will be speaking a great deal about literacy during the State of the Library address September 19<sup>th</sup>.

In closing, Ms. Quinn-Carey called attention to the 2 packets of publicity on the table covering the last few months and the promotional packets for *The Big Read* and invited trustees to look through them. Paula Sandy thanked the Graphics Department who designed *The Big Read* promotional packets and was happy to announce, not only did these list all the programs appealing to all ages, effective that afternoon 131 programs had been scheduled in 36 libraries. She strongly encouraged trustees to attend a program. A resolution from the Erie County Legislature declaring the month of October *The Big Read* month in Western New York was received that afternoon. Ms. Sandy reported a resolution from Mayor Byron Brown's office for the kick-off celebration, which is to be held after the State of the Library address September 19<sup>th</sup> at the Ring of Knowledge, is also expected.

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

**Report of the Director  
September 18, 2008**

The summer of 2008 was full of energy, activity and excitement. Several new initiatives and program series throughout the System, detailed in the following reports, brought more people through our doors and to our website and resulted in increased use of our collections, facilities and technology resources. The positive energy is palpable as staff and visitors alike rediscover the vast realm of educational, recreational and community building programs and services our libraries offer.

Two of our major program initiatives for 2008-2009 – literacy and special collections – have received considerable press and are the subject of significant planning and development. The library's exhibit mounted in conjunction with the 2008 TypeCon conference held in June featured the Library's copy of Shakespeare's First Folio, and generated its own press coverage – including a front page feature in the Buffalo News. The East Delavan Library Branch was 'adopted' by the Josephine Goodyear Foundation, and a ribbon-cutting ceremony is set for September 23<sup>rd</sup>. This three-year grant will enable Good Schools for All/Read to Succeed Buffalo to expand literacy-related program offerings and enhance the physical surroundings of the library. Both initiatives have many more exciting opportunities for future enhancements underway.

Collaborations are a key to ensuring our future success on key initiatives. Two very successful partnerships have already resulted in exiting programs and services. We are proud to be working with the Buffalo Museum of Science to develop the Branched Out program, which will bring BMS programming to our branch libraries. Over the summer, the Museum sponsored and provided programming in branch and suburban libraries – attendance was overwhelming and the response enthusiastic.

Our relationship with WBFO 88.7FM continues to grow and develop. The new Meet the Author Library Lunchtime Series is going very well, with two sessions already completed. Visitors to the Central Library's Ring of Knowledge and diners at Fables were engaged audience members for these two incredibly interesting author interviews. Many more commented after hearing the presentation on the radio. WBFO's sponsorship of StoryCorps, and its mobile story trailer located at the Central Library, was also a success. Visitors from all areas came through the Central Library before or after their StoryCorps interviews, and many county residents were seeing the library for the first time in many, many years; we were thrilled to have them downtown and at the library.

We are partnering with the Uncrowned Queens/Community Builders initiative (Barbara Nevergold and Peggy Bertram) to develop a cultural history project to be located at the Merriweather Library. More exciting details will follow as this project progresses.

Future collaborations are seemingly limitless, with the variety of arts, cultural and educational organizations in our community. **Stanton Hudson, Mary Jean Jakubowski, Peggy Skotnicki, Elaine Barone, Carol Pijacki** and I met with representatives of the Buffalo Philharmonic to discuss future collaborative initiatives, including their 75<sup>th</sup> anniversary celebration in 2009, and projects to highlight the BPO related music collections at the Library.

Our 2009 County Operating Budget request was submitted on August 15th. While the County's draft target allocation for the Library System did not include the \$1.6 million in restored funding for 2008, our submitted budget request did include those funds, and we are actively advocating to have the County Executive and Budget Office include the \$1.6 as our base allocation for 2009. The County Executive will release his budget in early October for review and approval from the Legislature.

The North Park Library is still being served by our mobile Lookie Bookie van. A lease proposal was submitted to the City of Buffalo in early August and is currently under review by the City Budget Office. **Ken Stone** is in frequent contact with the City regarding progress and review. **Ann Kling** and I will be presenting an update of the North Park Library situation later in September, and we hope to have approval for the temporary space before that meeting.

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

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

**10<sup>th</sup> Annual Battle of the Books:** The 10th Annual *Battle of the Books* was held on August 2<sup>nd</sup> at Erie Community College - South Campus. Thirty-five teams participated in the event, with the City of Tonawanda Public Library and Marilla Free Library (Team 1) battling it out in the championship round. Following a sudden-death playoff, the City of Tonawanda Public Library was declared the winner, taking top honors by the narrowest of margins. Author, Rafe Martin, read the championship round questions and spoke to the group about the importance of reading. He was especially impressed by the intensity and enthusiasm of the group, making special mention of the number of young men involved in the program. "How can you not be energized by a gym full of people who love books and libraries?" Mr. Martin's book - *Birdwing* was one of this year's *Battle* titles. It takes many staff volunteers from throughout the System to make this program successful. Special recognition is given to City of

Tonawanda Library Director, **Beverly Federspiel**, who chaired the event and to Eden Library Director, **Joyce Maguda**, who continued to masterfully coordinate the questions and rounds of play. Both have announced their "retirement" from the *Battle* but have willingly agreed to guide their successors for year 11. Erie County Legislators' Bob Reynolds, 13<sup>th</sup> District, and John Mills, 12<sup>th</sup> District, provided words of encouragement and expressed their thanks to participants, volunteers, parents, siblings, etc. in attendance. Erie County Executive, Chris Collins, sent a proclamation commemorating the 10<sup>th</sup> year of the *Battle of the Books*, along with his support and gratitude to the Library, program participants and supporters. This year's *Battle of the Books* was made possible through the generosity of the Library Foundation of Buffalo & Erie County and the Buffalo & Erie County Public Office of Development and Communications.

**"Read Down Your Fines" Program Receives High Praise.** Reports from around the Library System indicated the "Read Down Your Fines" program proved very successful. More than \$5,700 in reading bucks has been paid toward fines/fees. This equates to more than 1,420 hours of reading. The following are samples of the many positive comments received:

- "This is a great idea!"
- "We are very grateful for this program."
- "Great idea! Reading bucks are working out really well! Thanks for giving us this opportunity!"
- "It gives the kids something to look forward to - my kids love the program!"
- One mother said her son has kept his account at \$4.99 for the longest time and she is now going to encourage him to pay it (the fines) off via reading bucks.

**Sirsi Unicorn upgraded to Sirsi Symphony.** A major upgrade took place Labor Day weekend that involved migrating the Library's software integration platform from SirsiDynix Unicorn to SirsiDynix Symphony. Scheduled downtime prevented cardholders from renewing items, placing requests and making e-Commerce bill payments. While unanticipated technical difficulties further impacted System functions, as well as user access, the Library's Network Support Department worked closely with SirsiDynix to resolve outstanding issues as quickly as possible and minimize cardholder inconvenience. This upgrade will allow the Library to take advantage of software and service enhancements that were not available in the Unicorn system, including investigating the replacement of the Library's Web2 Catalog with a new eLibrary Catalog.

**Government Documents Accessible:** A cooperative venture between the Central Library Public Services and Technical Services staff has resulted in procedures which will make all newly acquired government documents completely accessible through the Library's Web2 Catalog. In the past, government documents have been time-consuming to catalog and process. Through the efforts of Technical Services Manager,

**Maureen McLaughlin**, Business, Science and Technology Librarian, **Bruce Weymouth**, and CCAT Senior Page, **Elijah Terrell**, procedures have been developed to electronically generate cataloging labels for items with Sudoc numbers and then load them into the Sirsi database. These procedures will insure that the B&ECPL will be in compliance with government regulations for handling these materials. The electronic acquisitions process also replaces an antiquated manual system using paper "check-in" cards.

**Who Say's Technical Services Isn't a Fun Place to Work:** On August 8, 2008, Beijing China was not the only location hosting Olympic events. The entire Technical Services staff (Acquisitions, Catalog and Processing Departments) competed for gold, silver and bronze medals in the **2008 B&ECPL Technical Services Olympics**. A mix of amusing and work-related events underscored the individual and team efforts required to ensure the timely acquisition, receipt, cataloging, processing, inventory and delivery of materials. Competitions ranged from the "Cousin IT (Information Technology) Ball Toss" to a "Book Jacketing" team competition. The highlight of the events was the "Technical Services Relay." Six teams with members from each department participated in an exciting race that took 3 books through each step of the Division's workflow, from unpacking to inventory. Staff rose to the occasion and competitors were born that we did not even know we had! The Olympics proved to be a great teambuilding effort and provided the Library with a number of important statistics which were obtained during individual timed events. Coordinated System Services Administrator, **Carol Batt**; Technical Services Manager, **Maureen McLaughlin**; Acquisitions Manager, **Jennifer Childs**; CCAT Manager, **Kathy Smith**, and Cataloging Librarian, **Kelly Donovan**, must receive special recognition in developing this innovative and meaningful (statistic gathering) program. Keep up the great work!

**Consumer Health Classes:** National Network of Libraries of Medicine, Middle Atlantic Region Outreach and Communications Coordinator, Arpita Bose, presented a consumer health class for B&ECPL staff on free online resources from the National Library of Medicine. The classes were offered on September 3<sup>rd</sup> and 4<sup>th</sup> at the Audubon, Merriweather, Central and Hamburg Libraries. Attendance was excellent and preliminary responses have been positive. Business, Science and Technology Librarian, **Tim Galvin**, coordinated Ms. Bose's visit.

**EnvisionWare Implementation Complete:** It's official - all B&ECPL libraries and Central Subject Departments are now using EnvisionWare software which allows eligible users to walk up to any "available" public PC and log on to use the Internet with little or no staff assistance. The Audubon and Julia Boyer Reinstein Libraries were converted in July. Although the last libraries in the System to be upgraded, users received the added benefit of brand new PC's which replaced dated, slower models. This "self-service" computer access has been well received by both the public and staff. Network Support staff, **Toni Naumovski**, is commended for his hard work in the

development as well as deployment of the software. Cataloging Librarian, **Kelly Donovan**, and Borrower Services Library Associate, **Chris Wielgus**, are also recognized for their roles as staff trainers.

**Graphic Novelist Gene Yang Presents:** An award-winning author of the graphic novel *American Born Chinese*, Gene Yang gave a well received, entertaining presentation "Why Make Comics" at the Central Library on July 9<sup>th</sup>. He also conducted a "Writing and Drawing Comics" workshop for teens on July 10<sup>th</sup>. Both programs were well attended, giving participants a great start to creating their own graphic novel pages for the Get Graphic! project.

Focusing on the written word (component of graphic novels), flash fiction writer Forrest Roth led 2 workshops demonstrating and discussing how to tell a story using minimal words/sentences. The workshops were held at Crane Library on July 16<sup>th</sup> and at Central on July 17<sup>th</sup>. On August 7<sup>th</sup>, Jason Yungbluth presented a workshop at the Central Library entitled "*Creating Comics*," which focused on the art component of graphic novels.

**Michael Drabik Collection Dedicated:** On August 9<sup>th</sup> 60 members of the Polish Genealogical Society of New York State attended a dedication ceremony of the Michael Drabik Collection. Held in the Grosvenor Room, Central Library Administrator, **Peggy Skotnicki**, expressed the Library's gratitude to the Society for choosing B&ECPL as home to the collection.

**Rare Book Room Doings:** Recently the Mark Twain Room was visited by a professor from Sharif University of Technology in Iran. He noted the absence of a Farsi language copy of Twain's *Adventures of Huckleberry Finn*. The professor expressed to staff his wish to donate a Farsi language edition, upon his return to Iran. An enhancement to Huck Finn foreign language collection, we anxiously await its arrival.

In July, Rich Keggler of P22 Type Foundry and the Western New York Book Arts Collaborative brought TypeCon2008, the National Typography Convention to Buffalo. As a part of the convention, TypeCon "visiting" Curators' Tim Conway and Joseph Murray mounted, *The Art of the Letterform: Treasures from the Rare Book Room*. Books and manuscripts were selected that showcase special type faces and fonts such as the *Kelmscott Chaucer*, *Shakespeare's First Folio* and the *Dove Bible*. Public response has been overwhelmingly positive.

Several tours of the Rare Book Room took place during July and August.

**Central Library Training Lab:** The once quiet (due to budget cuts) Central Library Training Lab will soon be buzzing with activity. Beginning in September and continuing through December, several beginner/intermediate and specialized classes

are scheduled. Various topics include: Microsoft Word, Microsoft Excel, Mail Merge, etc. Programs are being developed by Training Lab Coordinator, **Suzanne Colligan**, and Librarian, **Sara Taylor**. We are all very excited to “re-open” the lab with these long sought after programs. Future classes are under development. Web Master, **Terri Dickson**, has been a tremendous help in creating a new look to the computer training portion of the Library’s website.

In addition to her Training Lab duties, in July, Librarian **Sara Taylor**, taught 4 classes using the Cybertrain at the Eden Library and Orchard Park Public Library.

“Train the Trainer” workshops for new staff in the City Branches and Network Support were conducted on August 11<sup>th</sup> and 18<sup>th</sup>.

### **Programs - Other:**

Gaming for teens was held weekly in the Teen Room (sans furniture) during August. The teens are getting excited about using the room every day when the furniture arrives.

Business, Science and Technology Librarian, **Kara Stock**, presented “Job Resources” at the Alden Correctional Facility on July 15<sup>th</sup>. Twenty inmates, all who will be released within 45 days, participated. The class generated an active question and answer period about the job search process for ex-inmates. Well received, the class will be scheduled on a regular basis.

The Children’s Room was extremely busy with programs throughout the summer. July’s preschool story hours, summer fun club meetings, special events and the Cool Science series attracted 756 people. August activities drew more than 500 attendees. In addition, Children’s Room Librarians, **Wanda Collins** and **Kate Puehn**, conducted summer preschool story hours in various City Branches with 199 children and 80 adults participating.

On August 16<sup>th</sup> Humanities and Social Sciences Librarian, **Kathy Galvin**, led a group of 20 poetry lovers in “*Source Work...a Poetry Reading for Library Types.*” Librarians, **Chris Ivey** and **Erin Verhoef**, helped to plan the program. Refreshments were provided by the Librarian’s Association.

As a result of this well received program, plans are underway for a Central Library Sunday Poetry Series. The series will be held on the last Sunday of the month, September through April (excluding December), at 3:00 pm. Two of the Sundays will be set aside for “teen spoken word events.” Information on the series will soon be available on the Library’s website.

Speaking of poetry... on July 9<sup>th</sup>, Humanities and Social Sciences Librarian, **Kathy Galvin**, attended a formative meeting, called by Professor Cristanne Miller of the University at Buffalo, to plan an "Emily Dickinson Marathon." Professor Miller is interested in holding a marathon reading of Emily Dickinson's work at a community location next April. Many possible locations were discussed including the Karpeles Manuscript Museum. Held at the Baird residence, other attendees included Jon Welch, Talking Leaves bookstore, and Mike Kelleher, Program Director of Just Buffalo Literary Center.

On July 15<sup>th</sup>, Literally Speaking held its monthly lunchtime book discussion group. Popular Materials Librarian, **Britt White**, and Children's Librarian, **Kate Puehn**, led the discussion of the award-winning young adult book, *The Book Thief*, by Markus Zusak. August's Literally Speaking focused on *Rebecca* by Daphne Du Maurier. This intriguing classic novel offered a variety of discussion topics, led by Grosvenor Room Librarian, **Carol Pijacki**.

Business, Science and Technology Librarian, **Dan Caufield**, continues to coordinate SCORE workshops held in the Central Meeting Room. On August 27<sup>th</sup>, 27 future entrepreneurs attended a daylong workshop, which addressed starting a small business. Mr. Caufield spoke to the group about the library and its resources. A tour of the Business, Science and Technology Department followed.

Humanities and Social Sciences Librarian, **Robert Skomra**, conducted a library tour for 12 adults from the Frontier Community Learning Center on August 7<sup>th</sup>.

### **Miscellaneous Meetings and Appearances:**

Collection Development Librarian, **Peggy Errington**, and Sr. Computer Operator, **Roseann Hausrath**, attended the annual Digipalooza Conference July 24-27, 2008, in Cleveland, Ohio. The conference, sponsored by Overdrive, Inc., featured tips regarding the selection and promotion of digital material, as well as a first look at the Overdrive "Digi-Mobile" - an interactive mobile user experience for downloadable media formats and devices. The conference was especially timely as the B&ECPL plans to expand its downloadable formats to include video and MP3 (iPod-compatible) audio books. Humanities and Social Sciences Librarians, **Suzanne Colligan** and **Kathy Galvin**, along with Training Lab Librarian, **Sara Taylor**, attended the "Podcasting and the Small Institution" workshop at Western New York Library Resources Council (WNYLRC) on July 15<sup>th</sup>. Central Library Administrator, **Peggy Skotnicki**, attended a meeting of the WNYLRC Marketing Committee on July 16<sup>th</sup> and a meeting of the WNYLRC Resource Sharing Task Force on August 13<sup>th</sup>. Chief Operating Officer, **Mary Jean Jakubowski**, Central Library Administrator, **Peggy Skotnicki**, Buffalo Branch/Community Connections Administrator, **Ann Kling**, and Coordinated System Services Administrator, **Carol Batt**, attended the August 5<sup>th</sup> "new employee" *Meet and Greet*.

Humanities and Social Sciences Librarian, **Suzanne Colligan**, attended *The Journal of Library Innovation* Committee at WNYLRC on the July 23<sup>rd</sup>. Ms. Colligan will serve as copy editor for the publication when it debuts in 2010. E-Branch Manager, **Mary Schiffhauer**, attended the WNYLRC Resource Sharing Committee on August 14<sup>th</sup>. In addition, Ms. Schiffhauer also represents the Library on the WNYLRC Virtual Reference Advisory Committee, attending her first meeting on August 20<sup>th</sup>. Public Relations and Communications Officer, **Paula Sandy**, West Cluster Manager, **Pat Covley**, Central Library Administrator, **Peggy Skotnicki**, and Librarians, **Robert Skomra** and **Suzanne Colligan**, attended a meeting on July 29<sup>th</sup> with staff from the Buffalo Adult Education Department and Erie Community College regarding the possible establishment of adult classes in libraries for topics such as GED and English (as a second language). Further discussion is planned. Grosvenor Librarians, **Amy Pickard** and **Amy Vilz**, attended the first 2 sessions of the WNYLRC Digitization Bootcamp Series on August 12<sup>th</sup> and August 27<sup>th</sup>. Workshop topics include; planning digital projects and techniques for scanning and using Photoshop, respectively. Central Library Administrator, **Peggy Skotnicki**, represented the Library at the July 10<sup>th</sup> meeting of the New York State Central Library Directors Association in Ithaca. In addition to drafting a mission statement for central libraries, the group has petitioned the New York Library Association to make Central Library Development Aid (CLDA) a legislative priority in 2009. Specifically, the group is seeking funding for Sunday library hours. System Support Services Administrator, **Carol Batt**, attended a WNYLRC Continuing Education Committee meeting in July. Ms. Batt also attended July's Town of Tonawanda Library Advisory Committee meeting. On August 13<sup>th</sup>, Library Director, **Bridget Quinn-Carey**, Chief Operating Officer, **Mary Jean Jakubowski**, and Human Resources Officer, **Doreen Woods**, met with members of the System's Working Group and focused on staffing and the potential of creating "substitute pools," clusters, etc. Nuances would be challenging, but the group, made up of contracting library directors, is positive and excited to move forward. Business, Science and Technology Manager, **Nancy Mueller**, and Librarian, **Kara Stock**, attended a tour and informational meeting at the Buffalo Employment and Training Center on August 18<sup>th</sup>. On August 13, Acquisitions Manager, **Jennifer Childs**, and Technical Services Manager, **Maureen McLaughlin**, attended the Skillpath seminar "Managing Multiple Projects, Objectives and Deadlines." The seminar presented ideas for managing time and gaining control of the workday. Library Director, **Bridget Quinn-Carey**, Chief Operating Officer, **Mary Jean Jakubowski**, Buffalo Branch and Community Connections Administrator, **Ann Kling**, along with Network Support staff **Toni Naumovski**, met with The Uncrowned Queens to further discuss the Uncrowned Queens affiliate designation of the Merriweather Library. The unveiling and dedication is set for Saturday, October 4<sup>th</sup> at 1:00 pm. Chief Operating Officer, **Mary Jean Jakubowski**, Public Relations and Communications Officer, **Paula Sandy**, and Popular Materials Librarian, **Andrew Maines**, met with the New York State Office of the Attorney General to discuss program scheduling, marketing, etc. for various library locations. The program D.I.G.I.T.A.L. Life is an ongoing program offered by the NYSOAG, which focuses on

child/teen Internet safety. Human Resources Officer, **Doreen Woods**, Chief Operating Officer, **Mary Jean Jakubowski** and **Susan McClaren**, Attorney, met with the Librarian's Association to further discuss negotiation options.

**Noteworthy News:** Beginning in July, 2008, the *Erie County Employee Newsletter* began recognizing individuals who have provided quality service to the taxpayers of Erie County for more than 30 years. Among those being acknowledged for contributing 39 years or more years of service is Acquisitions' Senior Library Clerk, **Joan Palmisano** – congratulations and thank you for your continued commitment to the B&ECPL!

### Report of the Chief Financial Officer

**North Park Branch Update:** The City/Library jointly funded environmental/structural assessment of the facility was completed by Watts Engineering & Architecture, P.C. and a Building Evaluation Report was issued in mid-August. Estimated cost to address facility structural and environmental issues is \$870,000.

A report of options explored and a recommended nearby site to temporarily relocate services until a longer term solution is identified has been provided to City officials who are undertaking a review of these options and the Building Evaluation Report. The present temporary service operated out of the Lookie Bookie vehicle in the library driveway is not feasible to extend into the winter months. We will continue to work with the City on this issue.

**City Branch Capital Project Planning Process Also Underway:** Buffalo's capital project process continues with the Capital Budget Hearing occurring this week. The Library is scheduled to present its needs Monday, September 8th at 4 pm. The City of Buffalo's Department of Public Works (DPW) has jurisdiction over capital work at library facilities. **Chip Campbell** and I have worked with DPW staff on branch improvement needs. Over the five-year term of the next capital plan, the Library has identified City branch capital needs totaling \$15.6 million consisting of \$1.5 million to address Americans with Disabilities Act (ADA) needs; \$1.0 million to address basic building needs (including structural, roofing, electrical, and heating ventilation and air conditioning); and \$13.1 million to address branch space expansion needs. The City hearings are expected to conclude this week, with Mayoral recommendations due out in November for Common Council consideration in December.

**Library Spared From the Bulk of Additional 2008 New York State Aid Cuts, 2009 May be a Very Different Story:** The New York Library Association (NYLA), leading libraries across the state, was successful in efforts to reduce the amount of additional midyear cuts from what had been estimated at \$2.3 million statewide down to \$874,000 statewide, equaling the number finally agreed upon by the State Legislature at the Special Session on August 10th. Since the reductions were tied to un-disbursed funds

and nearly 80% of B&ECPL's aid had already been disbursed, the impact is significantly reduced. To date, payment reductions have been limited to the 2% funding reduction contained in the original 2008-2009 adopted NY State Budget. The net impact based upon this information would be in the area of \$60,000 including grants. This will be verified once detailed aid schedules are issued by the New York State Division of Library Development.

The impact for 2009-2010 could be far more significant. The way the 2008-2009 adopted budget's 2% reduction and the subsequent 6% additional reduction approved in August were worded, 2009-2010 budget state aid (funds for the Library's 2009 budget year) would be reduced by up to 8% or over \$240,000 for B&ECPL. The B&ECPL's 2009 budget request assumes a 5% reduction in state aid.

These proposed cuts come at a time when libraries across the state are busier than ever assisting patrons reeling from the impact of a poor economy and high energy prices. The ability to borrow books and access the Internet for free at their local libraries is helping families across the state stretch their budgets racked by higher gasoline and food prices or reduced hours of work. An educational effort to make our legislators aware of this important library role and the bad effect of additional cuts on our patrons is more important than ever before.

**2009 Erie County Operating Budget Request Submitted, County Executive Budget Hearing Scheduled for September 11th:** On August 15, 2008, the Library transmitted its 2009 budget request to Erie County's Division of Budget, Management and Finance. This request was developed under the direction of the Library Board's Budget and Finance Committee pursuant to guidance provided in Resolution 2008-31, adopted in public session by the full Board of Trustees on July 17th. It maintains the service improvements funded by the \$1.6 million restoration provided by the Legislature in the 2008 adopted budget and requests that funding be sustained in 2009.

However, County Budget Office budget planning targets did not include continuing the \$1.6 million funding into 2009. Budget officials cite the deteriorating economy's impact on county and state revenue resulting in a need to scale back non-mandated funding in all County departments. The Library will have an opportunity to present its case to the County Executive in a budget hearing scheduled for September 11, 2008.

**Board Approved System Construction Grant Support Achieved Desired Results:** Libraries throughout the county responded to the added incentive provided by the system grants approved in Resolution 2008-21 with a number of libraries indicating that this opportunity may have very well made the difference in moving a project forward. As a result, the 11 projects submitted, supporting the Anna Reinstein, Audubon, Boston Free, Central, Clarence, Clearfield, Dudley, Elma, Grand Island, Riverside, and Tonawanda City Libraries, would utilize the full amount of available NY State grant

funding. Proposed projects include major roof replacement; heating and air conditioning replacements; energy efficient window replacements; septic tank replacements; parking lot restorations; and front entry reconstruction. The full requests will be presented for Executive Committee action on Tuesday, September 9th as completed and ranked applications are due in Albany no later than Friday, September 12th.

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

Through July, a year-to-date total of 53,965 boxes of library materials/supplies were shipped between facilities, a 14.2 percent increase over the same period in 2007. This reflects the continuing success of the Library's service restorations resulting in increased demand for the Library's resources. Continued high fuel prices make a patron's ability to have requested material sent to the library nearest their home or work even more attractive.

These figures parallel the overall trend of increased use at area libraries as system-wide year-to-date circulation as of July was up 5.7%. Computer use through July was up a whopping 48.5% over the prior year period.

**Report of the Network Manager**

**Major Upgrade of Library's Catalog System:** Major SirsiDynix software upgrades were completed over the Labor Day weekend and all subsequent technical difficulties were resolved by Thursday, September 4th. The ILS system has been upgraded from SirsiDynix Unicorn to SirsiDynix Symphony, which includes new features, functions and modules. This will allow the Library to take advantage of software and service enhancements in the future that are not available in the Unicorn system. **Johnny Hsu**, together with Network Support and **Carol Batt** and her team, worked very hard to complete this project successfully.

**Sirsi Clean-up Continues:** The Sirsi Unicorn system "clean-up" effort that began in June continued. Only Central's "discarded" items remain to be removed.

In addition, the removal of the 15 closed libraries started in August by a Sirsi consultant, but had been temporarily stopped due to the SirsiDynix system upgrade. Plans have been made to continue the "clean-up" with projected completion by the end of September.

**Gene Yang "Get Graphic" Presentation:** The Network Support team, led by **Johnny Hsu**, used the lessons learned from the Spiegelman presentation to prepare for the next "Get Graphic" grant presentation by Gene Yang which occurred on July 9th. Overall, the presentation was a success.

**Communications with WBFO for “Meet the Author Library Lunchtime Series” at the Library Established:** Johnny Hsu worked with Dennis Lance, Chip Campbell and members of the WBFO radio staff, including Bert Gambini, and successfully established a communications link to the radio station for broadcast of the “Meet the Author” series at the Central Library. So far, we had 2 “Author “series live broadcasts and both were a great success. Moreover, Network Support showed the actual radio shows “live” in the Ring of Knowledge.

**ReadBucks Project:** Roseann Hausrath generated daily reports which tracked the usage of “ReadBucks” by young B&ECPL patrons. The project ran from July 1st through August 31st and over \$5,000 was earned and used to pay off fines.

**Implementation of Gates Online Opportunity Grant Hardware Upgrades Completed:** The 76 computers purchased with funds from the Gates Online Opportunity Grant have been received and deployed as follows: 32 computers in use by JBR, 19 computers in use by Audubon, 15 computers in use by West Seneca and 10 computers in use by the Collins Public Library.

**Control Board Approves Purchase of Computers with Gates Grant:** After approval from the Control Board for purchase, an additional 100 computers were ordered and received. The computers will be distributed to the following branches as replacements as well as additional: Angola, Eggertsville, Kenilworth, Kenmore, Reinstein, Tonawanda and Williamsville. The deployment of these computers will begin once the preliminary steps take place.

In addition, the Control Board has approved 29 servers that have already been ordered. They will replace the nearly obsolete branch servers.

**Laser Color Printer Deployment in Progress:** After the approval by the Board of Trustees that each Library should offer color printing to its patrons, 29 Dell Laser Color 5110cn printers were purchased and received.

Network Support has completed the necessary software preparations on each branch server before the addition and configuration of each printer takes place. **Dave Kozlowski** from Network Support has set up the color printers at 11 branches so far. The project will continue when the necessary cabling is done at certain libraries.

**Training Lab and Teen Room Computers Memory and OS Upgrade:** All computers in the Training Lab and the Teen Room have been upgraded to 1 GB RAM and their operating system upgraded to Windows XP from Windows 2000. This will enable the computers for a more stable computing environment and a significant performance boost.

**Outdated Computers Recycled:** Network Support Staff has recycled 160 obsolete computers and monitors and 10 Dump terminals. The project included wiping out data of each computer's hard drive, coordinating the move and transport of the items with a local computer recycling company. Network Support staff greatly appreciates the outcome of this project since it freed much required storage and office space which consequently increases work productivity.

### Report of the Human Resources Director

**Quarterly Meet and Greet Session:** Approximately 6 new staff (employed with the Library less than 18 months) attended a "Meet and Greet" session hosted by Director **Bridget Quinn-Carey** and members of the Library's Administrative team on August 5. Each quarterly session is designed to offer a warm, informal introduction to the Library System. While sharing coffee and treats, employees received a welcome from Director Quinn-Carey and met System administrators who presented a brief overview of their areas of responsibility. New members of B&ECPL's 3 bargaining units also met their respective representatives: **Darlene Napora** (Civil Service Employees Association), **Michael Altieri** (American Federation of State, County and Municipal Employees) and **Thomas Morrissey** (Librarians Association).

### LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY

July 12 - September 12, 2008

#### JULY

- 15 Buffalo Partnership event - Grand Island
- 16 Leadership Buffalo - Experience Buffalo 2008 event
- 17 B&ECPL Board meeting at Collins Public Library
- 18 Buffalo Museum of Science meeting
- 18 Buffalo Book Fair - Albright Knox
- 22 Department of Public Works meeting
- 22 Alden Village meeting
- 23 Book signing - Betty Jean Grant at Old Edition Bookstore
- 25 *Meet the Author* event
- 28 Meeting with Helene Kramer - Success Center Partners
- 28 Six Sigma luncheon/meeting
- 29 Buffalo Museum of Science meeting - Branched Out
- 29 Grosvenor Department visit
- 30 Outreach Advisory Committee meeting

**AUGUST**

- 5 Meet & Greet at Central
- 5 Meeting/lunch with Mike Schmand & Peggy Beardsley of Buffalo Place
- 6 Broadband Access Grant meeting - Albany, New York
- 7-8 NYS Library Systems for the 21<sup>st</sup> Century seminar - Rensselaerville, New York
- 11 Uncrowned Queens meeting
- 12 Project Flight meeting
- 12 BS&T Department visit
- 12 Buffalo Museum of Science meeting - Branched Out
- 13 Model Share Staff meeting at Orchard Park Public Library
- 13 B&ECPL Budget & Finance Committee meeting
- 14 Capital Project Hearing - Rath Building
- 15 Meeting/lunch with Julia Turner - Experience Buffalo
- 18 Success Center Meeting - Helene Kramer, Mr. Gross, Mr. Buck, Ms. Dedecker
- 21 Lunch with Jennifer Parker - Buffalo Book Fair
- 21 Leadership Buffalo - Experience Buffalo #3 event - Albright Knox Art Gallery
- 22 *Meet the Author* event
- 25 Popular Materials Department visit
- 26 Erie County Legislature summer picnic
- 27 Success Center Meeting with Helene Kramer and Loren Smith
- 28 Meeting with NYS Assembly Member Mark Schroeder
- 28 Erie County Commissioners meeting - Rath Building

**SEPTEMBER**

- 3 Meeting with Jeff Voelkl, Pres. Amherst Public Library Board of Trustees
- 3 Niagara Branch Library Presentation - NYS Assembly Member Sam Hoyt
- 3 Meeting with Michael Kearns, South District Common Council Member
- 5 Meeting with Ken Vetter - Rath Building
- 5 Meeting with Jeff Voelkl, Pres. Amherst Public Library Board of Trustees
- 8 Meeting with Mr. Gross - Buffalo Club
- 8 Capital Project Hearing - City Hall
- 9 B&ECPL Executive Committee Meeting
- 10 Staff Development Day
- 11 Executive Budget Hearing
- 12 School Library Systems Director's Meeting - BOCES 1

## **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 – July 1-August 31, 2008  
Development & Communications Office

**DATE:** September 9, 2008

### **OVERVIEW**

Major activities centered on:

- Planning for literacy initiatives (including funding)
- Submission of a “Picturing America” grant proposal
- Collaboration with Buffalo Museum of Science on BlueCross/Blue Shield grant proposal to support “Branched Out” initiative
- Coordination of StoryCorps visit
- Planning and implementation of “Meet the Author Lunchtime Library Series”
- Planning for The Big Read in October 2008

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

#### **Development**

- Continued developmental planning of a major funding initiative that will put the B&ECPL in a more prominent leadership role to address the community’s literacy needs-meetings held with officials of Good Schools for All/Read to Succeed Buffalo, Buffalo Public Schools Adult Education, and Project Flight
- Good Schools for All/Read to Succeed Buffalo received a three-year, \$133,000 grant from the Josephine Goodyear Foundation to support literacy pilot project currently underway at the Library’s East Delavan branch
- With the Director, met again with representatives of Project Flight (area literacy program that collects and redistributes new books to children throughout the area) to discuss possible collaborative projects going forward, especially as it relates to the Niagara branch
- Met with representatives of a local PR firm serving Rent-A-Center, Inc. of Plano, TX. Approached about a possible \$10,000 contribution to be used specifically for individual financial education/literacy efforts in City of Buffalo Public Libraries. After doing due diligence, and in consultation with the Director, accepted the offer. A check will be presented on Wednesday, September 17, 2008 at the Merriweather Library. The City of Buffalo will also receive a contribution at that time.

- Initial planning continued for the 2008 Annual Fund
- Monitored sales from Novel Ideas on a weekly basis-a one-day sale, held on the ramp outside the Central Library in conjunction with a "*Meet the Author Lunchtime Library Series*" discussion, grossed more than \$1,000
- Submitted a grant proposal to secure "Picturing America," a new initiative of the National Endowment for the Humanities to bring masterpieces of American art into libraries and classrooms throughout the country. If successful, the 40 reproductions would be used in conjunction with the 2009 exhibition "Alexander Hamilton: The Man Who Made Modern America." The exhibit will be on view at the Central Library May 1-June 12, 2009.
- Developing plans to present and promote the Hamilton exhibit that will include a sponsorship program, private corporate tours/receptions, and other fundraising activities
- Achieved 100% Board participation in the 2007 Annual Fund

### **Community Contacts**

- Paula Sandy worked with the Office of the New York State Attorney General to discuss media promotion for an upcoming series of Internet safety workshops to be held at facilities throughout the System
- Worked with the Graphics area to design a portable display featuring recently donated books for use at the Macedonian Festival July 11-13
- With the Director and COO, attended dedication of ArtSpace, featuring a visit by Senator Hillary Rodham Clinton
- Attended Graycliff Conservancy Executive Committee and Board meetings
- Met with Cindy Sterner of The Buffalo News (Promotions Director) to discuss *The Big Read* and other upcoming initiatives
- Met with Gary Earl Ross of the Educational Opportunity Center to discuss *The Big Read*
- Coordinated the load-in of *StoryCorps*
- Met with the Education Director of Upstate New York Transplant Services to discuss possible future collaborations
- Coordinated the *StoryCorps* opening reception held in Fables Café on July 16- represented the Director and addressed guests
- Attended Western New York Grantmakers Association Board meeting
- Chaired Western New York Grantmakers Association Strategic Planning Committee meeting
- Invited *Buffalo News* Food Editor Janice Okun to lunch at Fables-dined on July 23
- Attended Western New York Grantmakers Association annual area tour (waterfront development)
- Met with representatives of Hospice Buffalo to discuss possible future collaborations
- With the Director, had lunch with the Director and Assistant Director of Buffalo Place
- Attended the Community Foundation's Environmental Steering Committee

- Attended Theodore Roosevelt Inaugural Site Foundation Trustees meeting
- Met with Professor Walter Sharrow of Canisius College to discuss ideas related to the Alexander Hamilton exhibition
- Attended Western New York Artists Group Board meeting
- Attended Buffalo Society of Artists Board meeting
- Met with Pat Jensen, Executive Director of the Buffalo Alliance for Education-offered a full-page ad (gratis) in the 2008-09 Teachers & Parents Resource Guide-wrote copy for the ad, including curriculum information on the Hamilton exhibition
- Attended Buffalo Museum of Science Board meeting
- Invited Warren Greatbatch, President of the East Hill Foundation, to lunch at Fables Café-toured the Special Collections with Elaine Barone and Amy Pickard

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

- The expansion of the WBFO-FM 88.7's *Meet the Author* to noontime events to be held in the Fables Café area commenced on Friday, July 25 when William Stolzenburg, author of *Where the Wild Things Were: Life, Death, and Ecological Wreckage in a Land of Vanishing Predators*. The event, attended by approximately 100 individuals, was also filmed for re-broadcast by C-SPAN's Book-TV and aired in the Ring of Knowledge via simulcast. Approximately 100 promos were run for the Stolzenburg interview and another 40 to promote WBFO's rebroadcast.
- The second *Meet the Author Lunchtime Library Series* event, held on Friday, August 22, featured former New York Times religion writer and Syracuse University professor Gustav Niebuhr. Niebuhr discussed his new book, *Beyond Tolerance: Searching for Interfaith Understanding in America*. A similar number of promos were run by WBFO to promote this event.
- The StoryCorps Mobile Booth was sited adjacent to the Central Library for a six week period in July/August 2008. The Library received numerous daily mentions on WBFO during the visit, totaling more than 2000 promos throughout the period, as well as print and electronic coverage
- A major focus of the Development & Communications Office in July and August continued to be The Big Read—led by Assistant Deputy Director Paula Sandy. The programming associated with this major initiative will provide significant exposure for the B&ECPL, participating libraries throughout the System, and our various community partners and will greatly enhance the number of Erie County residents participating in the activities associated with the month-long event. Through her hard work and perseverance, Paula has been able to offer our 37 facilities their choice of numerous programs and activities, resulting in 100% participation throughout the System and more than 150 programs/events (e.g., film noir movie series, lecture/panel discussion series, author visit [Dashiell Hammett biographer], *The Littlest Read*, presentations by graphic artist Tom Fox, etc.). As a significant literacy initiative, linkages will be made between it and our 2008 fall advocacy efforts and our Annual Fund appeal.

- Major media initiatives resulted in two front-page *Buffalo News* stories during July and August (Shakespeare first folio and the increased use of public libraries during tough economic times)
- Continued coordinating efforts with members of the *Get Graphic* Committee on upcoming events/activities-Paula Sandy has assumed responsibilities as marketing Committee Chair
- Coordinated print materials for 2008 *Battle of the Books* to ensure sponsorship information was included on all materials. Arranged for and directed photographer to shoot all participating teams the day of the event at ECC South
- Paula Sandy coordinated efforts with the City of Buffalo to bring C-SPAN's Campaign 2008 bus to downtown Buffalo (across the street from the Central Library) on Friday, August 8
- Began planning for a public State of the Library address, slated for Friday, September 19, 2008 at 10 a.m. The address will be followed by a media event created to launch the 2008 *Big Read*.
- Continued discussions with representatives of the Museum of Science on how the *Milestones of Science* will be integrated into plans by the Library and the BMS and other organizations to celebrate the International Year of Astronomy, the 400<sup>th</sup> anniversary of Galileo's invention of the telescope, and Charles Darwin's birth and publishing of *Origin of Species* anniversaries
- Began plans for National Library Week, April 12-18, 2009. Initial programming will include a visit/presentation by Norton Publishing president Robert Weil, targeted to librarians and the general public and a Dickinson Poetry Reading (April is National Poetry Month)
- Continued development of a multi-year annual report covering the years 2004-07 in order to provide a brief overview of highlights
- Ongoing efforts to develop e-newsletters for both patrons and staff
- Created new event management procedures document as well as event publicity and design request form
- Paula Sandy met with representatives of the Central Library's Young Adults area to discuss ways to promote the facility's soon-to-be-finished Teen Room
- Worked with Paula Sandy on various components of the 2008 Staff Development Day
- Arranged for photographer to do head and shoulder shot of all the Administrative Team members for future internal and external use
- The Central Library was selected by *Spree Magazine* as the top library branch for 2008. Fables Café was selected as the best downtown lunchtime destination

### **B&ECPL Meetings**

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

**City Branch and Community Connections  
Activity Reports - September 2008**

One of the best initiatives to take place this summer in the City Branches was the "Read Down Your Fines" program. As evidenced by the individual branch reports below, the program was a huge success. Many children were able to "read off" their debt and get back into the good graces of the Library, which was the goal of the program! We hope to see "Read Down Your Fines" continue in the future!

For the first time in many years, the Library participated in the Mayor's Summer Youth Program. Ten teens were assigned to Children's Room, Stacks, Network Support, Crane, Dudley, East Delavan, Merriweather, Niagara and Riverside. Orientation conducted by Cluster Managers, **Pat Covley** and **Claudia Yates**, as well as Senior Page, **Paul Guminski** was held on July 21<sup>st</sup>. Some of the teens proved to be valuable workers, while others did not find working in the library to their liking.

Librarians **Dale Schmid**, **Beth Lewitzky**, **Sandra Blackman** and **Matt Kochan** coordinated the Metamorphosis Programs for the Crane, Dudley, Merriweather and Niagara Branches. The program gave teens the opportunity to learn new skills and transform themselves into someone new. Topics included dancing, acting, photography and music. The hands-down favorite was the photography program, taught by Lew-Port photography teacher Mike Townsend. The teens would like to have more photography classes.

Librarian **Dale Schmid** coached the City Branches Battle of the Books team. Team members were enthusiastic participants at the August 2 event. On August 30, Dale hosted a party at the Riverside Branch honoring the team.

**Crane**

Summer was an outstanding season this year at the Crane Branch for programming, gardens and circulation.

Miss Nancy's Preschool Storytime continues to be a popular destination for Elmwood Village residents. One hundred sixty-seven children and 99 adults attended the 9 summer programs. One young boy was so enthusiastic that he sat in a chair pretending to read a book aloud impersonating Miss Nancy!

Thanks to the efforts of Network Support staff, Gene Yang's July 9 presentation at the Central Library was simulcast on a PC at the Crane Branch.

On July 28, the Crane Branch served as a venue for the Infringement Festival. Fifty-one attended Michelle Costa's puppet presentation, *Box*, and over 30 viewed a

demonstration by Buffalo Plaid Pottery's Trisha Wilson.

The Crane gardens have been filled out with a tree and beautiful plants purchased through the generous donation from the Hyde Foundation. These plants were supplemented with a donation of hangers and 4 hanging baskets for the front entrance.

### Dudley

Dudley Branch was also humming with activity this summer. Preschool Storytime was presented by **Kate Puehn** from the Children's Department. Children enjoyed stories, crafts and activities about worms and other bugs.

The Cool Science series programs with the New York Summer Reading theme Catch the Reading Bug! for ages 7-10 were presented by the *Buffalo Museum of Science*. Children enjoyed learning interesting facts about bugs and had fun with the activities.

Children of all ages participated in reading throughout the summer, filling out the Summer Reading Logs for prizes. John and Amanda Dubiel were the winners of the Summer Reading Raffle. They received Regal movie tickets, books, posters, pencils, pens, crayons, markers, stickers, bookmarks, Applebee's coupons, Wendy's coupons, etc.

Buddy, a Delta Society therapy dog, visited the Dudley Branch Library during July and August as part of the Reading is Going to the Dogs! program. Children loved reading to Buddy, a yellow lab and his owner Linda Gegenfurtner. Arrangements are being made to have Buddy come back during the school year.

The Catch the Reading Bug! with In Jest for ages 6-12 was held on July 22<sup>nd</sup> with a total of 34 in attendance. The lively juggling, balancing and comedic performance was enjoyed by everyone.

Teens were busy playing Guitar Hero during Teen Gaming nights. They also participated in the Metamorphosis teen programs on acting and photography.

Senior Library Clerk, **Alice Appenheimer's** last day was July 3<sup>rd</sup>. She retired on July 4, 2008 after 20 years of service. She was an excellent clerk and will be missed by staff as well as the public.

On August 21<sup>st</sup>, Erie County Legislator, Timothy Kennedy, used library chairs for a meeting about the South Park Avenue Revitalization Initiative held in the Tim Russert's Children's Garden next door to the library. Mr. Kennedy had planned to use the meeting room, but it was not large enough for the large number of people he was expecting. It was a lovely evening to be outdoors!

### **East Clinton**

East Clinton was busy in July with programs for children of all ages. After a slow start, the preschool story time on Tuesday mornings really took off. The branch had not held any preschool programs for some time and staff wasn't sure what to expect. The turnout was great! Thanks to the Children's Room for arranging this summer series.

The second Cool Science series presented by the Museum of Science was also a success. An average of 10 children attended the sessions. Teens were a bit less predictable. Some Wednesday nights a good crowd of 10 or more would show up, and other Wednesdays, none.

A number of young patrons took advantage of "Read Down Your Fines." Circulation was up 47% in July and again in August. The people counter was double what it was for July 2007 and August 2007.

Over the past two months, 52 children registered for the "Catch the Reading Bug" program and 183 hours were spent reading. "Read Down Your Fines" the system-wide initiative to offer children a way out from under fines by reading, was popular among some of our younger patrons. The East Clinton Library issued \$225.88 in 'Reading Bucks'. How excited they were when they could finally borrow items again! Everyone agrees - the kids, the parents, and staff - that this was a terrific program!

The Four Seasons Book Discussion Group met on August 18<sup>th</sup> to discuss *The Curious Incident of the Dog in the Night-time* by Mark Haddon.

Moving the juvenile DVDs out to the Children's area was a good idea. Circulation of that item type this month was double what we usually see.

### **East Delavan**

In July, the library received exciting news! East Delavan was adopted by the Josephine Goodyear Foundation through a grant written by Helene Kramer of "Read to Succeed Buffalo". The grant, approximately \$150,000 over 3 years, will be used to improve the appearance of the library and make it more inviting to families. Three cubicles will be added in the basement, allowing the United Way's CASH program to offer financial literacy counseling and classes.

The second 7 week session of Ready Set Read wrapped up on July 8<sup>th</sup>. The third set of computer classes, offered by the Buffalo Public Schools, Adult Education Department, began on July 9<sup>th</sup>. Both classes were a success. The computer class has been completely full and students have had to share computers. The students are impressed by the

instructor's knowledge and versatility which enables him to customize the class for the needs of the students.

The warm weather did not deter patrons from coming to the library. The movie, Batman, was shown on July 5<sup>th</sup> and various gaming programs were held throughout the month of July. In addition, **Wanda Collins** from the Children's Room, conducted 6 preschool storyhours.

The staff at East Delavan has been feverishly getting ready for the Success Center ribbon-cutting ceremony on September 23. The collection was weeded and clutter was removed all in preparation for the new and improved East Delavan Library. The library has been recognized as the first Read to Succeed Buffalo Success Center and is now being transformed to look the part.

### Merriweather

Catch the Reading Bug reading logs were handed out beginning July 7<sup>th</sup> giving children the opportunity receive prizes for reading (or having someone read to them). The response was so terrific that the branch ran out of prizes and had to find substitutes!

The Read Down Your Fines initiative was extremely popular at Merriweather. Thanks to the Graphics Department, the area designated was highly visible and repeat readers gravitated to it. Several children completely read down their fines. Some children came in on the weekends and read for 2 hours in one sitting.

The Mayor's Summer Reading Challenge was also very popular. Children's book titles were flying off the shelves through request/holds and regular circulation. In addition, more space had to be made for the children's titles that were requested by the patrons.

The simultaneous scheduling of the Mayor's Summer Reading List, Read Down Your Fines, and the Catch the Reading Bug Reading Logs has made for a productive summer for children finishing their school reading lists while eliminating their fines. Parents, staff and children have found that the scheduling of all 3 initiatives has been a tremendous success.

On July 9<sup>th</sup>, WBLK Radio broadcasted a teen forum broadcast in the auditorium. Planned Parenthood of Western New York presented a forum with 8 individuals from community agencies addressing awareness and key issues surrounding teen pregnancy.

On July 10<sup>th</sup>, Leadership Buffalo utilized the auditorium and meeting room to hold a "class experience" with a panel discussion on social justice. Branch Manager, **Sandra Williams Bush**, gave a welcoming address and spoke about the history of the library, its resources, as well as a brief history of the Hamlin Park neighborhood.

On July 29<sup>th</sup>, a Conference & Family Reunion Planning Seminar hosted by the Buffalo Niagara Convention & Visitors Bureau was held at Merriweather. Dionne Williamson of Buffalo Niagara Convention and Visitors Bureau along with several representatives from local cultural heritage institutions and businesses gave presentations on having a reunion or conference in Buffalo. Ms Williamson was so pleased with the attendance that she is planning another session in the fall.

Teens who attended the Metamorphosis program, photography, really enjoyed themselves. Many said they would like the library to have more photography programs.

Columnist and educator Eva Doyle held a coloring contest and program for children to observe the birth date of Marcus Garvey on August 9<sup>th</sup>.

Legislator Betty Jean Grant and the Erie County Veterans Outreach Squad sponsored an information session for veterans and their families on benefits, opportunities, and programs for cold war service veterans on August 16<sup>th</sup>.

On August 26<sup>th</sup>, Librarian, **Sandra Williams Bush**, represented the library at the "Annual Makowski Welcome" at the Makowski Early Childhood Center.

### Niagara

The Niagara Branch was a very busy place this summer. Branch Manager, **Brian Hoth**, has encouraged various groups, including Americorps, Boys and Girls Clubs, Big Brothers, Big Sisters, and Journey's End Refuge Center to use the library's wonderful meeting space and to bring children and adults to programming at the library. Niagara had great success getting children to sign up for summer reading. Both the Applebee's and Burger King promotions helped.

Children at the Niagara Branch really enjoyed the "dog days of summer" with over 30 children taking the opportunity to read to Sadie, a therapy dog during her visits to the branch. Sadie and her owner Kathleen Kremer are trained Delta Therapy volunteers.

The "Read Down Your Fines" program was a big hit. Well over a dozen children participated in the program. Both the children and parents were appreciative of this opportunity to pay down fines. One child was so excited to be able to read to get her fines below \$5.00 and restore her library privileges. Another child reduced his fines from \$15.00 to \$.99.

Storytime with Miss **Wanda Collins** from the Children's Dept. at Central, was a popular Friday morning feature this summer. One hundred sixteen children and caregivers attended the 6 summer sessions.

Cool Science continued to be a hit at the Niagara Branch. A total of 211 youngsters attended the 6 sessions provided by the Buffalo Museum of Science.

On July 16, David Young from the NYS Power Vista instructed 14 children about the properties of electricity and the Power Vista.

On July 28<sup>th</sup>, Mike Randall presented his entertaining magic show to 33 children (including a group from the Boys and Girls Club). Mr. Randall was very impressed with Niagara's auditorium and the number of children in attendance. The kids really enjoyed the audience participation features of the magic show.

On July 30<sup>th</sup>, Adam Kneis from Beaver Meadow, presented a program on reptiles and amphibians entitled, "Cold Blooded Critters". There were 50 children and adults in attendance. Adam showed everything from frogs to snakes. The children really enjoyed the animals and learned something as well.

Also on July 30<sup>th</sup>, teens enjoyed the Metamorphosis acting program, conducted by James Ian Campbell of Studio Arena. They were so into acting that the program ran over by an hour!

On August 6, staff from Explore and More Children's Museum presented a program about multicultural masks for 8 children.

A picnic celebrating the end of summer programming was a huge success. After lunch, the 75 children in attendance were each able to pick a prize from the prize bin. Staff from the Boys and Girls Club, Gateway-Longview and Journey's End all expressed appreciation to the staff for the picnic and for all the programs that were available this summer.

Library Associate, **Tammy Linkowski**, was featured as the "Alum of the Month" in Medaille College's alumni magazine for her book, *Lynn Was a Cow Who Could Ski*.

The book sale was a huge success; so much so that it was extended for two weeks. Customers told Branch Manager, **Brian Hoth**, that they saw the sale advertised on Craigslist and BuffaloHub. Five hundred dollars was raised to be used for future programming needs. The unsold items were sent to Institutions to be used at the Correctional Facility, the Holding Center and Friends of the Night People. The volunteers were instrumental in making the sale a success.

### **North Park**

Circulation for July was up by 736 over June. It would have been more but the Italian Festival slowed the upward momentum.

The Catch the Reading Bug summer book club had 9 participants in July. They read a total of 40 books for the month.

Patrons are wondering when we will be moving into bigger quarters. Some patrons are interested in the fate of the old building. They are glad we are open but they miss the ability to browse and sit down and read.

### **Riverside**

On Saturday, July 12, two Krump groups, the Disciples, BFL, and Time To Set It Off, demonstrated their dances before an enthusiastic crowd of 30 teens.

John Crocitto from CROZOO entertained 38 children and 8 adults on Friday, August 22. He brought a variety of creatures from a tarantula to a capybara (world's largest rodent) to not only entertain, but to educate about the world of animals.

Children and their caregivers enjoyed Friday morning storytime with 107 kids and adults attending the 5 programs. Many thanks to Miss **Nancy Smith** and Miss **Kate Puehn** (Children's Dept.) for providing the stories.

The annual book sale of the Friends of the Riverside Library was held August 7, 8 and 9. Income exceeded \$1,700. The sale continues as a bag sale in the lobby.

Thanks to donations by Joe Golumbek and the Friends of the Riverside Library, the landscaping at the branch has been redesigned. Many patrons have commented about the beautiful flowers.

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

July was a very busy month for Institutions --- lots of new and exciting things happened! Two people joined the staff of Institutions, **Amy Pieczynski** is the new Library Clerk and **Angela Mack** is the new Senior Page.

*Connections: A Guide to Transitional Services in Erie County* is now online in a PDF format and is available for downloading.

Another important event of the month was a "Library Resources Information Session" at the Correctional Facility. **Monica Mooney** partnered with **Kara Stock** from the

Business and Science Department to present a workshop on library/job resources and other library services available to ex-inmates. Twenty inmates who were within 45 days of release attended the program, which also included suggestions for resume writing. Kara included updated handouts on job training/resume writing resources/helpful titles on job hunting, and suggested websites.

**Monica Mooney** attended the Public Library System Coordinators Statewide Outreach Meeting in Albany on July 23 and July 24. She learned what other Library Systems are doing and talked about Buffalo and Erie County Public Library outreach services. There were some great ideas shared at the meeting, some of which can be applied to some of our outreach projects. Monica also took a tour of the Talking Book & Braille Library, which is housed in the New York State Library where she learned that digital talking books and digital players will be making an introduction soon and will be fully available by 2012. The new digital player will use flash memory cards and 95% of all book titles will fit on one flash book card. Monica also toured the State Library.

**Monica Mooney** and **Ann Kling** attended the Outreach Advisory Council meeting at the Central Library on July 30. Monica gave an update on Buffalo's outreach services. Cindy Cassavino, Activities Coordinator from Aurora Adult Day Facility, joined the Council and is excited about sharing ideas and giving suggestions to the Library about services to seniors.

August was another busy month for the staff of Institutions. Library Clerk, **Amy Pieczynski**, completed the inventorying of the new Bifolkal, Reminisce, and Senior Activity Kits and Librarian, **Monica Mooney**, met with several activities directors from nursing homes in the area to promote the kits. There has been a strong interest in the kits among local activities directors. Facilities such as Niagara Lutheran Home and Fox Run in Orchard Park are examples of facilities that will begin using the kits in the near future.

### Cluster Manager Activities

On Sunday, July 20, Administrator for City Branches and Community Connections, **Ann Kling**, and West Cluster Supervisor, **Patricia Covley**, attended a block party on Plymouth Ave. sponsored by the Heart of the City Neighborhoods, Inc. Children eagerly made paper bag puppets and received information about the library.

## **Contracting Library Activity Reports – September 2008**

**Concord Public Library** – submitted by Annette Gernatt, Library Director

Our biggest project of the year took place in February, when the Hulbert Library of the Town of Concord installed new carpeting and floor tile, as well as had the interior painted. This was provided by the Town of Concord. Envisionware was introduced in March and has made it easier for patrons to use the library's computers.

In June, six classes of first graders from the Springville Elementary School signed up for first time library cards after participating in a short program and tour of the library.

This summer, Tuesdays in July provided a Pre-School Story Hour in the morning and a school age program in the afternoon. In addition to "Buggy with Books", the theme of this year's program, the children enjoyed a bug hunting expedition in the library garden conducted by Beaver Meadows, as well as two magic shows: one with Mike Randall and Friends and the other with Mr. J. All in all, the children had an adventurous experience and are looking forward to next year's program.

On Thursday, July 31, Erie County Legislator, John Mills held his second annual hot dog and bottled water fundraiser for the Concord Library. The library also held a book and bake sale along with two raffled baskets containing collectible Steiff Bears. The Library still has a collection of Steiff Bears for sale. These were donated by one of our generous patrons.

On Saturday, August 2, the Concord Library had the opportunity to participate in the 10th Annual Battle of the Books program. Our library sponsored two teams with six members each. The Hulbert Library Board of Trustees has been very generous in supporting all our summer programs, as well as our book sale.

In September, we look forward to participating in the *Big Read* programs. In October, the Pre-School Story Hour will resume, along with Cyber Train for Senior Citizens. A special visit from Katy the Snowplow, sponsored by the New York State Department of Transportation, will also occur that month.

In December, a new Toddler Time will commence. Explore and More, a Children's Museum, will present Graham Cracker Houses. The Boy Scouts will have their train display set up in our Community Room later in the month of December as well.

The library staff looks forward to a very busy and rewarding fall and winter schedule that will accommodate the people of our growing community.

**Hamburg Public Library & Lake Shore Branch** – submitted by Jack Edson, Library Director

Construction on Route 62 almost stopped traffic through the Village of Hamburg this summer, but our library offered a wide variety of programs to make the library a destination. Programs included Mike Randall's "Buggy for Books," the Nickel City Reptiles and weekly sessions for the Battle of the Books team and a power point presentation, "Aerial Photos of Hamburg, 1950" for the local history buffs.

We are planning to break in our new movie performance license on Saturday, September 20, when we show the new film "Camp Rock," complete with popcorn and a book raffle. All 50 tickets have been distributed already.

Director **Jack Edson** was on hand when Hamburg Village unveiled "Sailform" by Larry Griffis, the first of four sculptures that will stand in the Village's new traffic roundabouts that have transformed Main and Buffalo Streets. Edson served as Chairman of the Hamburg Village Sculpture Committee.

One hundred music lovers spent their Friday evening at the Hamburg Public Library on August 15, hearing the second annual concert of the "Hamburg Classical Guitar Quartet" led by veteran musician Howie Evert.

Our two adult book clubs meet monthly at Hamburg and Lake Shore Libraries. The Hamburg club is beginning plans for a special celebration for its 100th book. This will occur in April 2009.

It is hard to get a parking space at the Lake Shore Library during any of their lively children's programs, including "Movin' and Groovin' with Miss Laurie" designed for two year olds. P.S. Curious George is planning an appearance at Lake Shore this fall!

**Marilla Free Library** – submitted by Joyce Kaupa, Library Manager

August marked the end of a fantastic, fun-filled summer at the Marilla Free Library. Throughout the summer months, 770 children and their families participated in 31 programs and special events at the library. One hundred and thirty-five kids joined the Catch the Reading Bug Independent Reading Program pledging to read independently, for 100 minutes a week, and earning small buggy prizes for their efforts.

August highlights included:

August 2 - The Marilla teams placed 2nd and 3rd in the 10th Annual Battle of the Books program. Two teams with a total of 18 participants represented our library at this extraordinarily worthwhile program. Throughout the summer, these 6th thru 9th graders had a wonderful time reading and preparing for the event. Our last session

included an excursion to the famous Marilla General Store where all enjoyed ice cream cones. A pizza party and wrap-up session was held later in the month and plans were made for the annual holiday get-together. Some of the team members, who will be ineligible to continue participation due to age, suggested that a senior division of Battle of the Books be established. They were also interested in offering their coaching skills to City Libraries so that kids in these libraries would be able to participate in this marvelous event. Part-time clerk, **Cathryn Urquhart**, designed and created the team t-shirts as she has done for the last 8 years.

August 6 - Glenn Colton is a perennial favorite with Marilla Library patrons. This year over 200 children and family members attended the concert which was held in the Marilla Pavilion. Funded by the Town of Marilla Pavilion Committee as a library program, this popular children's musician has become a favorite tradition with our patrons. The Pavilion Committee also supplied refreshments and prizes.

August 13- Storyteller Ann Marie Jason brought her story hat to our library. Miss Jason, who is well known for her storytelling skills, is also the librarian at our neighboring Marilla Primary School. Forty-four children and parents attended this program held under the trees in our huge backyard. In an effort to foster a close relationship between the school and the library, she had volunteered to perform gratis for the second year.

August 20- Wayne Wolf, a well known community member, brought his program *Ponyexpressions* to the library. He was accompanied by his friend Jake, a quarter horse. Wayne gave 40 children and parents an overview of the pony express, horses in general and a short demonstration in riding. The high point of the program was when each child was given an opportunity to get close and personal to Jake by sitting on him and having their picture taken. Admission to the program was a food item for the Food Pantry.

August 22- The end of the summer program party was attended by 87 children and parents. The featured entertainer was Mr. J who enthralled the children with his magical skills. Face painting was provided by West Seneca Y.E.S. Friends of the Library served homemade cookies and drinks. Gift certificates, which had been donated by local business Cy's Pharmacy, and other prizes were raffled to participants in summer programs.

August 26- A large handmade Harry Potter doll, complete with Hedwig the owl, was donated by one of our patrons. The library conducted a raffle throughout the summer programs and the delighted winner was one of 500 entries. Each entry was earned by checking out 5 materials from the library.

We are indebted to the many library volunteers, Friends of the Library, the Town of Marilla, and the community who have contributed to making our summer programs a success.

In September, our focus is turning toward fundraising. The Friends of the Library will hold their Annual Book Sale at the Community Center, September 19-20. The Town of Marilla will conduct a pie sale to benefit the library at the Annual Town of Marilla Ag Event on September 14.

Agenda Item G - Public Comment. No public comment.

Agenda Item H - Unfinished Business. Mr. Buck thanked Mr. Berlow again for all his work on North Park.

Agenda Item I.1 - Approval of Get Graphic Year 1 Final Report. Deputy Director Jakubowski explained this resolution allows the B&ECPL to submit its first year's final report of the New York State Family Literacy Grant received in 2007 reporting they have another full year of activities planned. Several copies of the full report were available for review at the meeting. Approval was moved by Ms. Panty, seconded by Ms. Pordum and carried unanimously.

RESOLUTION 2008-44

WHEREAS, the Library has been awarded a New York State Family Literacy Library Services Grant, and

WHEREAS, the grant is in the amount of \$92,419, and

WHEREAS, these funds are being used for the development and presentation of programs under GET GRAPHIC: Building Literacy & Community with Graphic Novels, and

WHEREAS, during the first year of the grant a multitude of successful programs and workshops were held, and

WHEREAS, the Library and its partners have kept within the original first year grant budget of \$46,210, and

WHEREAS, the standards of the original grant have been met for 2007-2008, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees approves the New York State Family Literacy Library Services Grant Final Report - Project Narrative, 2007-2008 and authorizes the Library to submit the required report to the New York State Department of Library Development.

Agenda Item I.2 – Approval of *Big Read* Grant. Deputy Director Hudson presented this resolution stating we were a recipient of the 2008/2009 *Big Read* Grant and have received the majority of the \$20,000. Ms. Panty moved and was seconded by Ms. Thomas. Approval was unanimous.

RESOLUTION 2008-45

WHEREAS, the National Endowment for the Arts (NEA) has announced recipients of the 2008-2009 *Big Read* grant funds, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) proposed a project that would provide Erie County residents of all ages with programs focused on Dashiell Hammett’s novel The Maltese Falcon as a means of highlighting the Library System’s commitment to literature, literacy, and diversity; engaging countless individuals in the reading of a classic American novel; and increasing child, adult and family library use, and

WHEREAS, the B&ECPL will partner with various other educational and cultural institutions, including Just Buffalo Literary Center, the Buffalo Museum of Science, the Buffalo & Erie County Historical Society and the Educational Opportunity Center, and

WHEREAS, the goals of this proposal are consistent with the B&ECPL Five-Year Plan of Service, *Back to Basics...and Beyond*, and would result in an increase in literacy and lifelong learning in children and adults and improved service delivery to the community, and

WHEREAS, the Buffalo and Erie County Public Library has been awarded an NEA *Big Read* grant of \$20,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library establish a *Big Read* grant budget in the following amounts:

Revenue	\$20,000
Grant Program Expenditures	\$20,000

Mr. Hudson recognized Assistant Deputy Director, Paula Sandy, for her hard work on *The Big Read*.

Agenda Item 1.3 - Approval of Rent-A-Center Grant. Mr. Hudson introduced this resolution stating the B&ECPL was selected to receive \$10,000 funding for use in the City of Buffalo branch libraries to further personal financial education literacy. The check was received September 17th and this resolution is to acknowledge the grant

award and establish a grant budget. Ms. Panty moved for approval and was seconded by Ms. Thomas. Approval was unanimous.

RESOLUTION 2008-46

WHEREAS, Rent-A-Center, Inc. of Plano, TX has announced recipients of grant funds to improve individual financial education/literacy efforts in the City of Buffalo, and

WHEREAS, there is a growing need for reliable and unbiased financial education/literacy at the grassroots level, and

WHEREAS, individuals are responsible for making increasingly more complex financial decisions on virtually an every day basis, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) is an ideal conduit for individuals looking for unbiased information and resources related to their personal finances, and

WHEREAS, grant funds will be used to establish online and in-person programs, partnerships with other community organizations, augmenting of library collections, staff training, and/or promotional efforts so that diverse audiences have access to effective financial education resources, and

WHEREAS, the goals of this grant are consistent with the B&ECPL Five-Year Plan of Service, *Back to Basics...and Beyond*, and would result in an increase in literacy, financial education, and lifelong learning in children, adults, and families and improved service delivery to the community, and

WHEREAS, the Buffalo and Erie County Public Library has been awarded a Rent-A-Center grant of \$10,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library establish a City of Buffalo Library Branches financial education/literacy grant budget in the following amounts:

Revenue	\$10,000
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Grant Program Expenditures	\$10,000
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In response to an inquiry from Mr. Berlow and discussion among the trustees, it was decided that we will look at our current policy regarding gift acceptance at our next Policy Committee meeting October 16, 2008.

Mr. Berlow questioned whether we have an audit committee. To Mr. Buck's knowledge, he replied we do not. Deputy Director Stone stated our audit is performed

mainly by the Erie County Comptroller and they then have that audit validated by a private audit firm.

There being no further business, on motion by Ms. Pordum, seconded by Ms. Panty, the meeting adjourned at approximately 5:05 p.m.

Respectfully submitted,

Frank Gist  
Secretary