

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PROPOSED AGENDA  
Thursday, March 17, 2011  
4:00 p.m.

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NOTE MEETING TO BE HELD AT: **The Buffalo & Erie County Public Library  
Joseph B. Rounds Conference Room  
1 Lafayette Square, Buffalo, NY 14203**

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of February 17, 2011 **ACTION**
- D. Report of the Chair **INFORMATION**
- E. Committee Reports
  - 1. Executive Committee
    - a. Res. 2011-6 – Authorization to Pursue Alternative Governance & Funding Model for the B&ECPLS **INFORMATION**
    - b. Res. 2011-7 – LSTA Summer Reading Program 2011 **INFORMATION**
    - c. Res. 2011-8 – RFP Award Voice Telecommunications **INFORMATION**
  - 2. Budget and Finance Committee
    - a. Res. 2011-9 – Amend 2010 Grant Budgets **ACTION**
  - 3. Building Oversight Committee
  - 4. Planning Committee
  - 5. Search Committee
- F. Report of the Director (sent via e-mail if on file) **INFORMATION**
- G. Public Comment
- H. Unfinished Business
- I. New Business
  - 1. Res. 2011-10 – Authorization to Execute Contract with Communication Services **ACTION**
- J. Adjournment



PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
February 17, 2011

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, February 17, 2011, in the Dudley Branch Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair  
Jack Connors, Vice Chair  
Sheldon M. Berlow, Secretary  
Richard L. Berger  
Phyllis A. Horton  
Elaine M. Panty  
Judith K. Summer

Absent:

Amy Alvarez-Perez  
Frank Gist  
Anne M. Leary  
Rick Lewis  
Hormoz Mansouri  
Albert L. Michaels  
John G. Schmidt, Jr.  
Wayne D. Wisbaum

Chair Sharon A. Thomas called the meeting to order at 4:10 p.m. in the Community Room of the Dudley Branch Library. She explained the meeting would commence with informational items while awaiting the arrival of the eighth trustee, which would constitute a quorum to allow business to be conducted.

Agenda Item D - Report of the Chair. Ms. Thomas introduced Suzanne Colligan, Branch Manager of the Dudley Branch Library, and expressed thanks for hosting the Board meeting. While Ms. Colligan is new to the branch, she has a lot of ideas she hopes to implement and is getting to know the community. Ms. Thomas reported the Search Committee met on February 14<sup>th</sup> to gather initial thoughts. Present were Sheldon Berlow, Sue Jacobs, Elaine Panty, Rebecca Pordum, and herself. Ms. Thomas added Jack Connors as a member of the Search Committee. In response to a question by Mr. Berger, Ms. Thomas stated Trustee Emeritus Rebecca Pordum was asked to be

on the Search Committee as she is familiar with past director searches; Mr. Berger thought this was a good idea. Two Search Committee meetings have been scheduled; one on February 24<sup>th</sup> with June Garcia and the other on March 3<sup>rd</sup>. After the February 24<sup>th</sup> meeting, the Search Committee will decide whether to proceed with the March 3<sup>rd</sup> meeting as planned. Ms. Thomas announced there is a special meeting of the Executive Committee scheduled for February 25<sup>th</sup> at 8:30 a.m. where both June Garcia and Susan Kent will be present.

Ms. Thomas conveyed she and Mr. Connors met February 16<sup>th</sup> with the *Buffalo News* editorial board where they were given the opportunity to start conversations regarding the Library's high points, the budget and what it would look like for 2012 and provide information on the special library district. Mark Sommer from the *Buffalo News* was present to do a follow up article.

Ms. Thomas will be attending NYLA (New York Library Association) Library Advocacy Day in Albany on March 1<sup>st</sup> with some library staff and invited any interested Board members to join them.

#### Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Mr. Connors reported the Executive Committee met on February 7, 2011. Present were Executive Committee members Sharon Thomas, Jack Connors, Anne Leary, John Schmidt, and Judy Summer; Trustees Elaine Panty and Phyllis Horton; Director Bridget Quinn-Carey; Deputy Directors Mary Jean Jakubowski and Kenneth Stone. A quorum was present.

Ms. Quinn-Carey presented Resolution 2011-5, Authorization to Execute Contract with Library Strategies International (LSI) LLC. This resolution would enable the Director to negotiate and execute a contract with LSI, with principals Susan Kent and June Garcia, for transition leadership and executive recruitment services. This resolution was passed unanimously by the Executive Committee.

Concern was voiced on how this was being paid for, however, Mr. Stone reassured the Committee this would not be a problem.

Mr. Stone gave an update report about the discussions between the Library Credit Union and his office regarding continued use of space at the Central Library.

The Committee went into Executive Session to discuss a personnel issue and came out of Executive Session with no action having been taken.

Agenda Item E.1.a - Authorization to Negotiate Contract with Library Strategies International LLC. This resolution was approved unanimously by the Executive Committee on February 7, 2011.

RESOLUTION 2011-5

WHEREAS, in January 2011, Director Bridget Quinn-Carey announced that she would not pursue a renewal of her contract with the Buffalo and Erie County Public Library, and

WHEREAS, there is no capacity for an internal candidate to take on the position of Interim Director, and

WHEREAS, the Board directed the staff to investigate the option of a consulting firm to provide interim administrative services and executive recruitment services, and

WHEREAS, proposals were subsequently pursued and received, and,

WHEREAS, Library Strategies International LLC submitted a thorough proposal that fulfils the needs for interim administrative services, and

WHEREAS, the Library Strategies International LLC proposal is the recommended proposal for interim administrative services and executive recruitment, and

WHEREAS, in order to complete arrangements to begin these services in a timely manner, authorization is needed prior to the next scheduled Board meeting on February 17<sup>th</sup>, now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute a contract with Library Strategies International LLC based on the terms of the proposal presented, and be it further

RESOLVED, that the Chief Financial Officer is authorized to make the necessary budget transfers to enable the approved compensation set forth in the proposal.

Pursuant to the Bylaws, Resolution 2011-5 was mailed to the full Board within three business days.

Ms. Quinn-Carey provided further information, stating the contract is in the process of being signed. This resolution puts together a transitional administrative leadership team consisting of Susan Kent and June Garcia and, from the Library's end, Mary Jean Jakubowski. They will ensure that over this transitional time there is forward movement on key initiatives that are current priorities for the Library: Ms. Kent and Ms. Garcia's primary responsibility being the governance strategic process, 2012 budget discussions, planning and advocacy plans, the Re-Imagining project and to be a resource for the Board and staff on day-to-day administrative/management issues; Ms. Jakubowski will be the point person for things that happen on a day-to-day basis.

While not on contract until March 1, 2011, both Ms. Kent and Ms. Garcia will be here next week to make sure the priorities are set, they understand what is expected of them and to work on a schedule for when they need to be on-site. She added June Garcia will be leading the process for executive recruitment as that is her specialty.

Agenda Item E.2 – Budget and Finance Committee. Mr. Stone remarked there were no Budget and Finance Committee action items on the agenda.

Agenda Item E.2.a – Monthly Financial Report. The monthly report for the preliminary financials for the month ending December 31, 2010 was presented for information.

Regarding the letter sent by the Director to the County Executive dated January 25, 2011, asking that the \$750,000 inter-fund transfer appropriated to the B&ECPL in the 2010 Erie County Budget be disbursed to the Library, Mr. Connors asked when the county will close out their process. Deputy Director Kenneth Stone stated this can last months; something can still be booked in the year-end process as well as something can be done up to and including the audit. It also was noted this request is on the Erie County Legislature's radar.

Mr. Stone shared the combined New York State Library Aid payments are estimated to end year approximately 4% below budget. This may change depending how some implementing language is interpreted; he thinks it may get better rather than worse if it does change for 2010. He pointed out the 2010 aid charts had just come out prior to the start of the meeting and he was not able to look at them.

Also, he explained the "Service Restoration" expense account revised budget includes the \$3,000,000 approved by Erie County on December 23, 2010 and was booked to the 2010 budget year-end close. The money was put in the Library's fund on January 7, 2011. This all is fully available in the Library's Fund for use to support weekly open hours throughout the System in 2011.

Discussion ensued regarding retirement rates, how they are budgeted and the retirement, natural gas and electric utility cost budget lines. In response to a question by Mr. Berger regarding natural gas, Mr. Stone noted the Library uses Erie County's aggregate purchasing pool.

Agenda Item E.3 – Planning Committee. Ms. Quinn-Carey reported a productive Planning Committee meeting took place on February 7<sup>th</sup>. There was representation from 3 ACT (Association of Contracting Library Trustees) libraries: ACT President Suzanne Jacobs from the Lancaster Public Library, Dick Earne from the Grand Island Memorial Library and Paul Wietig from the Amherst Public Library. Discussion involved the overall budget, fine-tuning estimates on what everything will cost, and if the Board wants to retain Libby Post as a consultant to help with communications. The

Committee requested Ms. Quinn-Carey prepare a sample draft contract with Ms. Post for review at the next Planning Committee meeting on March 7<sup>th</sup> at 4 p.m. Ms. Quinn-Carey did speak with Ms. Post and she is available to start anytime if the Board chooses. Feedback from the presentations done with the County and State elected officials was discussed. She acknowledged right now there is not a lot of detail and there is much to be worked out. A public library district presentation was done to keep staff up to speed on February 16<sup>th</sup> and a second presentation is scheduled for February 23<sup>rd</sup> for those unable to attend the first. In addition, a podcast was done for staff unable to attend either presentation.

Mr. Berger asked what the next step is to hire Libby Post. Ms. Quinn-Carey communicated the Planning Committee can make a recommendation at its next meeting March 7<sup>th</sup>; the Executive Committee could consider it on their agenda at their March 10<sup>th</sup> meeting and then recommend it to the Board for their March 17<sup>th</sup> meeting. Ms. Quinn-Carey added she believes Ms. Post plans to attend the ACT Trustees Workshop March 19<sup>th</sup> whether or not she has a signed contract with the Library at that time to gain further insight as she is very interested in the project.

Agenda Item F - Report of the Director. Ms. Quinn-Carey reiterated her main focus as of late has been getting things in place before her departure, especially interim administration. She has also been working internally wrapping up some of the initiatives under her watch including the Borrower Review Committee which was comprised of staff from all areas that came together to look at library borrowing policies. The Committee came back with a set of recommendations; some were adopted, some rejected and some needed further study. She invited trustees to visit the Library's website where there is an open letter to patrons which lays out all changes that were made for borrowing privileges. Many of these changes were patron friendly. After receiving much negative feedback from patrons, the Library decided to take the borrowing limit that was changed from 50 items to 25 items back to 50 items. Over the next few months statistics will be studied to go back to the Committee for further recommendations. Ms. Quinn-Carey pointed out the Committee did not recommend changing the limits from 50 to 25, but it was Ms. Quinn-Carey that overrode this and recommended the change. Ms. Summer inquired if it was possible to have a 50 limit but then a family limit. Ms. Quinn-Carey responded due to the complexity of this, it was not possible. In response to a question by Ms. Summer, Ms. Quinn-Carey stated the Policy Committee was not consulted as Board approval was not required for these levels of procedural changes. These changes are made on a staff operational level and periodically reviewed and changed by the staff. Ms. Quinn-Carey will send out an e-mail to trustees with the Library's website link to view these changes. Ms. Horton inquired if we knew other library limits throughout the state. Ms. Quinn-Carey replied limits are all over the map.

Ms. Quinn-Carey updated trustees that the year-end appeal so far has raised \$78,000 from 1,333 donors. It is more than double over the same period last year.

She reminded trustees to put Saturday, November 5<sup>th</sup> on their calendars for the Library's 175<sup>th</sup> Anniversary Gala Celebration. The first Gala Celebration Planning Committee meeting is March 9<sup>th</sup> at 8:30 a.m. Trustees can contact Ms. Testa Cinquino if they know of anyone to recommend for the Committee. There will be monthly meetings. Ms. Summer continues to work on the book auction and already has 40 items with more coming in. She reminded trustees to send any contacts her way.

An invitation was extended to trustees to see the current rare book exhibit *Travelers and Cosmopolitans: the Tourist is the Other Fellow*. The Director also drew attention to the many goings-on at the Library as discussed in her written report and offered kudos to all staff for their hard work and dedication.

In closing, the Director acknowledged this is her final Board meeting and reflected on how much this has meant to her over the past 3 years and has enjoyed the experience of working with such a great group of people.

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

### **Report of the Director February 17, 2011**

It has been a pleasure to serve as the Director of the Buffalo and Erie County Public Library (B&ECPL), to lead this institution and to work with the staff, board and community.

Over the last 3 years there has been unprecedented usage in all areas of service, including borrowing of books and other materials, computer use, program attendance, downloading of electronic content, and traffic through the doors of the 37 libraries in our System. Unlike any other institution, the B&ECPL is the place that serves us all and continues to be free to everyone.

Since 2008, we have introduced a number of new programs and services and commenced system-wide implementation of RFID (Radio Frequency Identification) infrastructure, a completely new means of inventory and security control. The Library is now on the path towards a new governance and funding model - one to ensure sustainable and dependable funding for the next 175 years of service to the greater Buffalo community.

Thank you for the opportunity to serve you, and the people that use and support the Buffalo and Erie County Public Library.

## 1. PUBLIC SERVICES

### Programs, Learning Opportunities, Outreach and Events

#### Buffalo City Branches

- The Dudley Branch Library's Thursday evening Wii program was held 2 Thursdays in January. Teens and tweens use it on a walk-in basis. Librarian **Matthew Kochan** refreshed the game choices by ordering a gaming kit from Central.
- Game Night/Lego Night was held at the East Delavan Branch Library on 3 Wednesday evenings in January. Total attendance was 22.
- Read to Succeed sponsored computer classes at the East Delavan Branch Library during January. Attendance totals were 5 for the Saturday classes, and 15 for the Wednesday classes.
- Mrs. Eva Doyle hosted a tribute to Dr. Martin Luther King, Jr. on Saturday, January 15<sup>th</sup> with performances of music, dance, song and spoken word at the Frank E. Merriweather, Jr. Branch Library. Participants included Somalia Doyle, Muhammad's School of Music, Carol Milhouse, Nia Hawkins, Amber Chinn, Yvonne Harris, and Ministry in Motion. The audience of 100 included Legislator Betty Jean Grant, Legislator Maria Whyte, and school board member Pamela Cahill.
- On Wednesday, January 19<sup>th</sup>, Legislator Betty Jean Grant held a town hall meeting at the Merriweather Branch Library with several elected officials who represent the city, county, state, and federal government.
- The Buffalo Genealogical Society of the African Diaspora held a genealogy session in the computer lab at the Merriweather Branch Library on January 15<sup>th</sup> with Sonya Walker giving instruction on the Family Search website. Although there are only 12 computers in the lab, attendance for the class was 20 because some attendees brought their laptops.
- Tradition Keepers: Black Storytellers of WNY presented a program for children ages 12 and under at the Merriweather Branch Library on Saturday, January 22<sup>nd</sup>. This interactive program of stories, songs, and chants was well attended by parents, grandparents and children.
- Demand for tax forms at the City Branches is greater than ever now that neither the state nor the federal government sends tax forms to individuals. All of our libraries deserve to be recognized for the public service they perform in making forms available to the many non-computer using people whose only recourse would be lengthy and inconvenient trips to government offices or lengthy times on the phone.
- The Riverside Branch Library was inundated with calls and drop-in sign up for the AARP free tax preparation. The registration began on Monday, January 31<sup>st</sup>

at 12 p.m. Tax help will be offered Tuesdays and Saturdays beginning Saturday, February 19<sup>th</sup> and will run through the end of tax season.

- On Fridays, January 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>, Niagara Branch Librarian **Brian Hoth** visited Niagara Daycare and presented programs to 58 preschool students and their teachers. Each week Brian read stories, sang songs, did activities, and afterwards, the kids made crafts. On January 7<sup>th</sup> and 21<sup>st</sup>, Dudley Branch Manager **Kathy Galvin** accompanied Brian and read a story.
- On Monday, January 10<sup>th</sup>, Librarian **Brian Hoth** visited CAO Head Start at The Old First Ward Community Center to present a program on teddy bears to 33 prekindergarten children and their teachers. Brian and the children talked about famous teddy bears, sang songs and read stories. Afterwards, the kids made a bear craft.
- On Thursday, January 20<sup>th</sup>, Librarians **Brian Hoth** and **Gwen Collier** visited Holy Cross Head Start. Brian and Gwen read stories to 9 classes of 143 prekindergarten children and their teachers. Seven classroom collections totaling 175 items were dropped off. This was Brian's last visit. He received lots of hugs from the children and handmade thank you cards, which included pictures, handprints, thumbprints and the names of the children. Gwen will continue to visit beginning next month. Her next visit is scheduled for Thursday, February 17<sup>th</sup>.
- On Monday, January 24<sup>th</sup>, Librarians **Brian Hoth** and **Gwen Collier** visited D'Youville Porter Campus at #77. Brian presented an *Arthur* themed program to 22 prekindergarten students and their teachers. Brian read stories and the children sang songs, including "I Wish You a Merry Christmas." Brian guessed they were still in the Christmas spirit. Afterwards, the kids made an *Arthur* mask. This was Brian's last visit to the school. Gwen will continue to visit beginning next month. Her next visit is scheduled for Monday, February 28<sup>th</sup>.
- North Park Branch Sr. Page **Sarah Barry** held a Build Your Own Piggy Bank program on Monday, January 10<sup>th</sup>. The program was attended by 10 children and 8 adults.
- North Park Branch part-time Librarian **Matt Kochan** held a Wii gaming session on Friday January 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>, from 4-8 p.m. The events had a combined attendance of 19 children and 6 adults.
- North Park Branch Library Associate **Sean Goodrich** held a Wii gaming session on Saturday, January 22<sup>nd</sup> from 11-3 p.m. The event was attended by 7 children and 1 adult.
- North Park Branch Sr. Page **Katherine Brown** held a Corduroy Party on Saturday, January 22<sup>nd</sup> from 4-5 p.m. Everyone who attended the event made a craft, listened to stories, played games and won prizes including a \$25 gift card to Build-A-Bear. The event was attended by 16 children and 6 adults.
- North Park Branch Sr. Page **Sarah Barry** held a Paper Plate Puzzle program on Monday, January 24<sup>th</sup> from 4-5 p.m. The event was attended by 4 children and 1 adult.

- Librarian **Ian Schoff** held his last 2 Saturday morning computer classes as a Merriweather staff member; on January 15<sup>th</sup> - "Google It!" and on January 29<sup>th</sup> - "Computer Basics." His classes have been very popular and patrons are ready to sign up for the next series.
- On Sunday, January 9<sup>th</sup>, **Brian Hoth** and Assistant Deputy Director for Public Services **Ann Kling** participated in the annual Three Kings Festival held at the Student Center of D'Youville College. Brian and Ann set up a table providing activity books, coloring sheets, and stickers to the children. Ms. Kling brought some books along so the children could read to them. Thirteen adult and 6 youth applications were completed, processed, and mailed to new patrons. In attendance were Mayor Byron Brown, Niagara District Councilman David Rivera, and former State Senator Antoine Thompson.

### Central Information Services

- Information Services Librarian **Charles Alaimo** provided a tour and database presentation to the Our Lady of Pompeii School 8<sup>th</sup> grade class on January 20<sup>th</sup>; 14 students and 2 adults were in attendance.

### Central Children's Programming

- The Central Library began the 2011 programming schedule with a Gaming program on January 8<sup>th</sup>. Librarian **Sarah Gallien** led the children in board games, Wii and GameCube games.
- The Pizza Lovers Book Club returned to the Central Library on January 15<sup>th</sup>. Librarian **Mary Ann Budny** moderated this enthusiastic group. Children shared the books they read over the holiday break and discussed the books written by Mo Willems. Later the children made a paper plate snowperson and, of course, ate pizza!
- The Lego Club at Central Library returned on January 29<sup>th</sup>. This was also National Puzzle Day. The children created their own puzzles using Legos; Librarian **Kathy Goodrich** led the group.
- Saturday afternoon movies were also featured in January. *Toy Story 3* in particular was a huge hit with kids and adults alike.
- January 8<sup>th</sup>: Librarian **Sarah Gallien** led Cub Scout Pack 457 on a tour of the Central Library. The boys received their first library cards, visited the Grosvenor Room and stayed for Gaming Day! Attendance: 10
- January 18<sup>th</sup>: Bennett Park Montessori kindergarten students visited the Children's Department. Library Associate **Cyndy Lenzner** read snow stories and the students made a polar bear and penguin craft.

Central Library - Community Connections (Adult Programming)

- Dan Caufield and Glenn Luba answered 4 Book a Librarian appointments in January.
- On January 13<sup>th</sup>, Daniel Caufield coordinated the Library's Martin Luther King, Jr. program. Community activist and small business councilor Clifford Bell acted as Master of Ceremony for this hour-long lunchtime program. Featured were the poems/stories of Miguel Santos, Louz Garcia and Sharon Holley, the music of Colored Musicians Club and vocal performance of Pastor Angela Stewart; a presentation of "What was Dr. Kings' message & What it means today" by the Students from Bennett Park Montessori School and a Keynote speech by Arlee Daniels, Chairman, Stop the Violence Coalition. The program was well received by the 120 people in attendance.
- On January 17<sup>th</sup>, Dan Caufield spoke about small business resources useful to restaurateurs at the SBDC's Restaurant Institute's program orientation. The orientation was held at the Buffalo State College campus and was well received by the 18 potential business owners.
- On January 22<sup>nd</sup>, Dan Caufield manned an information table and participated in a lecture for Straight Talk 2011 at the Buffalo Convention Center. Straight Talk is a half-day conference for aspiring entrepreneurs sponsored by the Small Business Administration (SBA) and SCORE. Over 400 people attended the classes and workshops provided by the various local agencies. Classes covered such topics as Taxes and Small Business, Finding Funding, Legal Issues of Starting a Small Business and Business Basics. Dan Caufield was one of 4 speakers for the Business Basics workshop. This class was presented at the beginning of the day and all attendees were required to hear this lecture before going on to other workshops. The other 3 speakers for Business Basics included members from the Small Business Development Center (SBDC), Sue McCarthy, Clifford Bell, and Mike Hefka. Each of the SBDC members spoke about the importance of planning and stressed the importance of a well thought out business plan. This lead in very well to Mr. Canfield's part of the lecture that was to inform the audience what the library has in the way of business resources. After the lecture, many of the attendees came to the library's table to ask further questions. Dan was able to answer these questions and recommend resources within our collections or on our databases. The conference was a wonderful outreach opportunity and many of the attendees were amazed at how much the library did have to offer. Attendees to this conference have the further opportunity to attend 9 free business workshops that will be held after the conference. These workshops cover a variety of small business topics and run every Tuesday until April. The SBA has invited Mr. Caufield to create and present a class concerning useful resources for the Small Business owner/operator. This class will be presented on March 8<sup>th</sup> and will primarily cover library resources along with a look at a few useful websites.

- On January 27<sup>th</sup>, **Dan Caufield** helped with a tour of 75 members of the Rotary Club of Buffalo.
- On January 29<sup>th</sup>, **Dan Caufield** manned a promotional table at the "Cash in Saturday" an event sponsored by HSBC, IRS, and the United Way. The event featured free tax preparation along with credit and financial counseling. Approximately 250 people attended the event.

Thirteen Cyber Train classes were conducted at 5 different libraries with a total of 142 attendees. Two of the classes covered the new Web 2.0 curriculum. Participant satisfaction ratings for all classes were 80% or greater.

The Training Lab is undergoing major changes with the departure of **Sara Taylor** due to the 2011 staff downsizing that also eliminated a part-time clerk typist position. Librarian **Kara Stock** will assume the Technology Training Coordinator position in February. The Lab will be supplemented with part-time librarian staff to insure that needed technology training remains a System priority. Ms. Stock is coordinating spring semester classes for the Central Library with Computer Basics, File Management, Microsoft Basic Word and Internet Basics scheduled for February.

*Travelers and Cosmopolitans: the Tourist is the Other Fellow* is the current rare book exhibit that runs through May 28<sup>th</sup>. It explores the golden age of travel through the eyes of 2 prominent local people: H. Phelps Clawson and Geneva Thompson Porter. Grosvenor Room Librarian **Amy Vilz** curated the exhibit and worked until closing, on her last day with the Library, to mount it. She also created a companion website/blog. The blog and an exhibition preview can be found at:

<http://www.buffalolib.org/libraries/central/display/rarebookroom.asp>

*Fine Prints from the Mark Twain Collection* is the new display in the Mark Twain Room. It features a wide selection of Twain's works acquired by the library during the past 80 years. The newest addition, and the centerpiece of this exhibit, is the 2008 Pie Tree Press *The Adventures of Tom Sawyer*, illustrated and designed by renowned Canadian book artist Jim Rimmer. Also on display are several fine press publications of Twain's writings, including multiple printings of his short and controversial Elizabethan skit, 1601. Former Rare Book Room clerk **Peter Scheck** prepared the exhibit.

<http://www.buffalolib.org/libraries/collections/mtr/exhibits.asp>

*The Ideal Book: William Morris and the Kelmscott Press* exhibition, curated by Grosvenor Room Librarian **Rob Alessi**, closed on January 30<sup>th</sup>. *The Buffalo News*, *Artvoice* and *Buffalo Rising* featured the exhibit. The William Morris Society (Washington, DC) included a listing for the exhibit on its main website, along with its blog and Facebook page. Other places where publicity appeared for the exhibit included the Western New York Book Arts Collaborative, the Poetry Foundation (publisher of *Poetry* magazine in Chicago), *American Libraries* magazine, and the Ex-Libris rare book listserv.

Visitors came from far and wide, ranging from Buffalo to the Bronx in New York State, as well as New Jersey, Wisconsin, Maryland, Delaware, Pennsylvania, Georgia, California, Massachusetts, Connecticut, Oregon, Minnesota and Toronto, ON (including members of the William Morris Society and the head of Special Collections at Toronto Public Library). There were even guests from London, Cumberland, and Yorkshire, England. A total of 3,065 people viewed *The Ideal Book* and it received numerous favorable remarks in the comment book from October 7, 2010 to January 30, 2011. Some are:

- Morris got it right: beautiful houses (which we have so many of in City of Buffalo) and beautiful books.
- A feast to the eyes. Thanks.
- Now I know where Elbert Hubbard drew his inspiration. Thanks!
- A wonderful exhibit presented in a style evocative of the man himself! Bravo.
- Thank you for your continuing commitment in displaying treasures from your collection. More! More. More.
- Wonderful – may bring us downtown more often keep up the great work!
- We made a special trip to see exhibit and found it wonderfully done. Thank you!
- Thank you for making such incredible art publicly available! This is wonderful for scholars of Morris and book history.
- Awesome journey into the life and talent and gift of William Morris!
- Wonderful collection! Nice notes on typographic ideals as applied to the printed book
- All the way from Canada, this was worth it!!
- I enjoy my kindle but there is nothing like a beautiful book!
- A bibliophile's feast!
- All of this info opens and inspires my mind! I love it!
- Overwhelming – so proud to have this in our city.
- I hope this exhibit might travel and then return again to be displayed.

Assistant Deputy Director for Special Collections **Peggy Skotnicki** and **Rob Alessi** conducted a tour of *The Ideal Book* exhibition for B&ECPL Trustee Sheldon Berlow, William Clarkson from the University at Buffalo School of Architecture and Planning and David Granville from City Hall. **Rob Alessi** sent 2 William Morris quotes to Mr. Clarkson which he particularly enjoyed from the exhibit.

Leaves of the *Adventures of Huckleberry Finn* manuscript were returned to the Rare Book Room on January 7<sup>th</sup>. They had been on loan at The Morgan Library & Museum for "Mark Twain: A Skeptic's Progress," a joint exhibition of The New York Public Library and the Morgan Library. The exhibit was a great success and provided national, if not international, recognition of the fact that the *Huck Finn* manuscript lives at the B&ECPLS in Buffalo, New York.

Rare Book Librarian **Amy Pickard** and **Rob Alessi** assisted Colin Dabkowski, *Buffalo News* Arts Writer, who requested an image of a page from the manuscript of *Adventures of Huckleberry Finn* that includes language which will be censored in the upcoming New South edition of Twain's classic work. An article was published on January 16<sup>th</sup> but did not include the image.

**Rob Alessi** conducted a brief tour of *The Ideal Book* exhibit and Mark Twain Room on January 29<sup>th</sup> for Ms. Andrea Adema and 3 guests, including a relative of Elbert Hubbard of the Roycroft Press.

**Peggy Skotnicki**, **Amy Pickard** and **Rob Alessi** met with Brian Carter and Annette LeCuyer, both from the University at Buffalo School of Architecture and Planning, on January 28<sup>th</sup> and gave them a tour of *The Ideal Book* exhibition. Dr. Carter expressed an interest in consulting on the upcoming Rare Book Room exhibit, *The Architecture of Lafayette Square*.

**Peggy Skotnicki**, **Amy Pickard** and **Rob Alessi** provided tours of the Mark Twain Room, Grosvenor Room and Kelmscott exhibit on January 27<sup>th</sup> to approximately 80 Buffalo Rotary Club members. The event, coordinated through **Anne Conable**, Development and Communications, included lunch from Fables and a welcome from Director **Bridget Quinn-Carey**.

Kerry Reynolds, a teacher at the Park School, brought her class of 12 students (who are learning about book history and printing) on January 24<sup>th</sup> for a tour of *The Ideal Book* exhibit with **Rob Alessi**. Ms. Reynolds also booked a return visit to the Rare Book Room for her class in early April in conjunction with their trip to the Western New York Book Arts Center. Following the tour Ms. Reynolds wrote: "It was a fine exhibit and the students felt privileged to have a private tour. We had a little quiz on the bus ride back to school and they had taken in a lot!"

Grosvenor Room Librarian **Carol Pijacki** presided at the Literally Speaking Lunchtime Book Discussion on January 18<sup>th</sup> for *Let the Great World Spin* by Colum McCann. General Reference Librarian **Laura Keller** led the discussion.

**Peggy Skotnicki** and **Amy Pickard** worked with photographers from *Buffalo Spree* to capture selected items from the rare book collection for an upcoming article in the magazine.

Librarian **Sue Cutrona** gave a tour of the Grosvenor Room's architecture and local history resources on January 13<sup>th</sup> to 20 members of The Louise Bethune Chapter of the Society of Architectural Historians.

Peggy Skotnicki, Amy Pickard and Rob Alessi met with John Edens, UB Archivist and Assistant Director of Libraries, on January 10<sup>th</sup> and conducted a tour of both *The Ideal Book* exhibit and the rare book storage space. UB returned the favor on January 21<sup>st</sup>. Nancy Nuzzo, Director of UB Music Library & Special Collections, John Edens and Michael Basinski, Curator of the Poetry Collection, provided a tour of their Special Collections Department. Possible future collaborations were discussed and it was agreed to meet on a more regular basis.

Carol Pijacki conducted a short tour of Grosvenor Room resources for Cub Scout Pack 457 of Williamsville/Amherst on January 8<sup>th</sup>. Carol and Distribution Desk staff also assisted the 7 children and 5 adults in looking up the newspaper headlines for the days of their birth.

#### Development & Communications Department:

Worked with Shea's Performing Arts Center to bring Elmo from Sesame Street Live to Central Library for a visit with 125+ children. Buffalo Branches are also promoting the Shea's stage show with a ticket giveaway and discount coupons.

Coordinated details, and support promotion, for events occurring last month for:

- "Imagining Buffalo" lunchtime series - Julie O'Neill, Buffalo Niagara Riverkeeper 1/11 (34); Jerold Bastedo, Penn Dixie Paleontological Site 1/25 (17).
- Working for Downtown Brown Bag Lunch Series 1/5 - Patrick Whalen, Buffalo Niagara Medical Campus (45).
- BPOvations @ the Library Series 1/19 (Central 26; OPK 24) (AUD 1/26 42)
- UNYTS blood drive 1/6.
- Preservation Buffalo Niagara Community Planning meeting, Natl Trust Conference (October 2011), 1/18 (42).
- Staff Women's History Month Coordinating Committee (March 2011); create and coordinate calendar copy, consult on sponsorship.
- Plan April "Donate Life Month" activities and 2011 blood drives with UNYTS in libraries.
- Coordinate donations of discarded books for NYS Assoc. of Charter Schools, The Belle Center, United Church Home.

#### Concord Public Library - submitted by Annette Gernatt, Library Director

The month commenced with the continuation of our Preschool Story Hour held each Thursday morning from 10-11 a.m. This was greatly enjoyed by our participants ranging from 2-5 years of age. Explore & More came before Christmas and held over 40 participants captive with the construction of graham crackers houses. The Tiger Den, Cub Scout Troop, with parents, siblings and leaders held a Library Scavenger Hunt

orientating 8 of its members to the uses of the library. Each Cub Scout took out a library card as well. We also said farewell to our grounds caretaker of 14 years as he left for retirement. He will be missed.

Orchard Park Public Library - submitted by Dawn Peters, Library Director

Highlighting only a few happenings at the Orchard Park Public Library as always is tough. Because of the continued generosity of the Friends of the Orchard Park Public Library, the library is able to provide many special programs in addition to our traditional story hour programs to the residents of this community and the surrounding areas. Many of the following programs were made possible by the Friends. The Friends are very dedicated and hard working and this community benefits greatly by their tireless efforts.

January 19, 2011 - In continuing with the partnership with the Buffalo Philharmonic Orchestra, "BPOvations @ the Library" Series, BPO Conductor Paul Ferington presented a Concerto Celebration lecture. The lecture covered getting to know this unique musical form, pitting one soloist vs. the Orchestra and displayed in the dazzling concerti of Rachmaninoff, Mozart, and Liebermann. The crowd continues to grow with each lecture. We continue to receive calls on when the next lecture is and what the topic will be. What a wonderful program and partnership too!

January 20, 2011 - Family Movie Night. The library showed the movie *Despicable Me*. Children and adults alike braved the frigid weather to watch a popular movie. Fun was had by all. Our Family Movie Nights are drawing bigger crowds each month. We are excited to provide movies to the community to encourage family events at the library.

January 22, 2011 - Paul the Amazing Artist drew a crowd of over 50 people. Children of all ages were entertained by Paul and his airbrush tattooing art work among his other artistry he performed.

January 25, 2011 - "Haiti" was the topic for the 4<sup>th</sup> Tuesday Series Program sponsored by the Friends of the Orchard Park Library. Patrick Pascall - US Army and Chief of Police in Buffalo, NY spoke on his experiences in "Haiti". Over 20 people attended.

The following are some of the many programs that are scheduled in February.

February 12, 2011 - Our own Haley Burakowski will be conducting the ever popular Jewelry Making Workshop.

February 17, 2011 - Family Movie Night. Scheduled is the fun movie *Alpha and Omega*. Children of all ages are sure to enjoy this sweet romantic "tail."

February 16, 2011 - Nature in Symphonic Music will be the topic for this month's "BPOvations @ the Library" Series. Mr. Ferington will lecture on storms, crashing waves, babbling brooks, and starry constellations that are captured in the nature loving music of Beethoven, Debussy, and Holst.

February 22, 2011 - "Historic Architecture in Orchard Park" will be the topic for the 4<sup>th</sup> Tuesday Series Program sponsored by the Friends of the Orchard Park Library. Beverly Foit Albert will be the presenter.

February 25, 2011 - The Buffalo Museum of Science will be here to present a program on "electricity." Kick those school break blues by attending this unique program that demonstrates electricity in a kid friendly fashion.

*Coming in March...*

March 26, 2011 - The ever popular Nels Cremean from InJest will be here to entertain children young and old!

The Orchard Park Public Library continues to be a popular community place where at any time you can observe children of all ages enjoying their library.

### **Collections: Development and Use**

#### **Collection Development**

Patron Purchase Suggestions debuted in January. Patrons are now able to suggest titles for purchase and request that a hold be placed automatically from the online catalog. Eighty titles were requested the first weekend. Librarian **Kathy Smith** designed the request form.

Subject guides that have been added to the Library's website since the last report include Government and Writing.

Senior Computer Operator **Roseann Hausrath** and Technical Services and Technology Support Manager **Maureen McLaughlin** revised year-end reports to conform all Sirsi WorkFlows Item Types. Reports were run against 2010 log files to capture the statistical data required for annual New York State Reports and the American Library Association's Public Library Data Service Statistical (PLDS) Report. Circulation, collection size, titles added to the collection and active cardholder numbers were itemized for all B&ECPL libraries. Information Technology staff correlated the data and created spreadsheets which clearly define the statistics.

**Maureen McLaughlin** and Technical Services Department Library Associate **Cindy Zubler** were instrumental in a successful 2010 Material Budget rollover which took place on January 10<sup>th</sup>. The project involved electronically transferring all outstanding orders and encumbrances from the 2010 budget into the 2011 budget lines. In addition, new budget lines were created and holding codes were updated to facilitate expanded centralized ordering for all B&ECPL libraries. Materials ordering, receiving and invoicing began after the budget rollover. Technical Services Manager **Jennifer Childs** implemented annual electronic ordering and invoice updates with our major vendors.

Technical Services Library Associate **Diane Doster** implemented a simplified procedure for collecting and calculating cataloging statistics by combining counts for all library locations, in addition to recording separate figures for audiobooks and musical recordings. These changes reduced staff time, eliminated paper waste, and ensure that an accurate and thorough reflection of department activity is reported. Diane also completed the annual task of creating generic records for all libraries.

Catalogers began assigning LC call numbers to all nonfiction DVDs and Blu-ray Discs. Previously limited to the Central Library, the practice of printing and affixing spine labels to nonfiction video recordings was also implemented. An accession number will continue to be recorded in the bibliographic record. This enhancement provides libraries with new shelving and marketing options, standardizes technical services procedures, and eliminates linking adjustments for titles ordered by both the Popular Materials Department and community libraries.

Grosvenor Room Librarian **Rhonda Koning** completed a Biographical Resources for Buffalo and Erie County subject guide. She also made an Abbreviations and Occupations guide for the city directories. Rhonda completed 9 screencasts on using HeritageQuest Online. They will be posted to the Library's website.

## 2. FUNDING

### Finances

The New York State Governor's proposed 2011-2012 budget cuts library aid 10%. This latest in a series of cuts, if fully implemented, would reduce library aid to levels not seen since the early 1990's. The impact to B&ECPL would be a further reduction of approximately 200,000 in the main library operating fund. Including grants, the total cut would rise to well over \$250,000. Since 2007-2008, state library funding to the B&ECPL would have decreased by roughly ¼ or \$800,000 if the full cut is implemented.

It is important to note that these are not "inflation adjusted" or reductions in a rate of increase. They are absolute dollar reductions down to the dollar amounts the Library

actually received in the early 1990's. Over those 2 decades consumer prices have increased approximately 60%.

Staff will closely monitor expenditures and turnover to mitigate the impacts in 2011, particularly since the final amount would not be known until April 1<sup>st</sup> at the earliest. However, if this reduced funding continues into 2012, programming and staffing would be impacted.

### **Fundraising**

Development and Communications Department updates:

- 2010 Yearend Appeal has reached \$78,536.25 year-to-date in donations from 1,333 supporters.
- Arranged for Buffalo Branch Libraries to sell chocolate hearts for Valentine's Day for \$2.00. This is being done to test the market for this type of occasional point of purchase sales.
- The 175<sup>th</sup> Anniversary Gala is confirmed for Saturday, November 5, 2011 at the downtown Central Library. A committee of volunteers will meet on Wednesday, March 9<sup>th</sup> to begin planning for the event which is expected to draw approximately 200 - 250 people. Anyone interested in joining the committee should contact B&ECPL Trustee Anne Leary or Public Affairs Manager, Joy Testa Cinquino.
- Two dozen items (autographed books and CDs) have been donated for the Library's book auction being spearheaded by B&ECPL Trustee Judy Summer.
- **Anne Conable** wrote and submitted the IMLS grant February 1<sup>st</sup>.
- **Joy Testa Cinquino** and **Debra Lawrence** attended a webinar on Blackbaud's Introduction to E-commerce Fundraising on January 13<sup>th</sup>.

### **3. OPERATIONS AND INFRASTRUCTURE**

As part of ongoing System restructuring initiatives, all Technical Services Departments have been consolidated into the area occupied by Acquisitions and Processing. The Serials and Catalog staff members are adjusting to their new surroundings. Streamlined workflow patterns are beginning to emerge, already eliminating the need for several books trucks, as well as the staff time needed to move them between departments. The relocation could not have been accomplished without the assistance of Maintenance, Engineering, and IT staff members. The few items remaining in the

former Catalog Department space are targeted for removal by the middle of February. Click here to see a brief video clip (animoto) of the departmental changes:  
<http://bit.ly/fvIZCx>

Special Projects Coordinator **Meg Cheman** and Librarian **Glenn Luba** continue to work with staff to consolidate the Central Library. The BST and HSS nonfiction collections are now fully integrated on the first floor. Shelving for the new Magazine Room has been placed and glass panels have been removed to facilitate ease of entry and exit. The new Children's Space has been cleared of previous seating and shelves to make ready for low, children's sized seating and shelves. Walls will be painted and floors and rugs cleaned. We anticipate all children's materials will be moved by the end of February. Staff met with the RFID specialist to determine placement of gates and self checkouts in the new Media Room. The Graphics Department is working on signs for all new areas as well as making the new Children's Space warm and inviting.

Chief Operating Officer **Mary Jean Jakubowski** met with various stakeholders to determine staffing patterns, ensure correct layoff procedures and reassign staff, effective February 2, 2011. Meetings were also held with Union representatives with information provided on the status of members.

City of Buffalo snow clearing crews assisted the Library by removing several LARGE piles of snow that had built up in the Dudley Branch Library parking lot after last month's series of heavy snows that impacted South Buffalo in particular. Patrons and staff are enjoying easier access to and capacity in the Dudley Branch Library's parking lot.

The Shipping Department took delivery of 2 new grant funded shipping trucks, replacing existing vehicles. The Library will send 2 aging shipping vehicles with over 200,000 miles each to county surplus. These vehicles are funded by an Erie County Fiscal Stability Authority incentive grant to the Erie County Fleet Division which worked closely with the Library in this effort. The vehicles funded under this grant, 1 in 2010 and the 2 received in January, feature more aerodynamic design and smaller engines which are yielding an approximate 20% improvement in fuel consumption. Additionally, they include lift gates which improve the delivery process and reduce the risk of injury.

### Technology

Desroy Rodney, EnvisionWare Senior Implementation Consultant, arrived from Atlanta on January 11<sup>th</sup> and spent 2 days working with Field Technician **Dave Kozlowski** and Buffalo Branch Manager **Linda Rizzo** upgrading RFID technology at the City Branches. Mr. Rodney replaced 'read-range pads' on staff and public self checkout stations with a next generation Unidirectional Pad that provides more a focused detection range. The

updates allow for more accurate circulation functions and eliminate the need for shielding measures in many locations. In addition, Mr. Rodney met with several key B&ECPL staff to evaluate RFID gate and self checkout requirements for the planned Media Room at the Central Library. Tagging and encoding of collections continues at the Audubon, East Aurora, City of Tonawanda, Kenmore, Elma, West Seneca, Orchard Park, Reinstein and Central Libraries. It is anticipated that a minimum of 2 additional libraries will go 'live' with RFID technology in the first quarter of 2011.

The Information Technology Team has deployed 8 new desktop computers and 13 laptops at the Julia Boyer Reinstein Public Library. The equipment is going to be utilized for the PCC (Public Computer Center) funded by the ARRA (American Recovery and Reinvestment Act). The desktops are located in the library's main area while the laptops are going to be used in the conference rooms for training purposes. The laptop and desktop computers will facilitate digital literacy, training and job searches for the library users.

The LSTA Service Improvement Grant Program 2010-2011 Interim Report was submitted to the Division of Library Development on January 17, 2011. This required report described the benefits and evaluated the results of the grant project which provided funding for a new mobile Cyber Train as well as staff to develop and conduct Web 2.0 technology classes at libraries throughout the county. Sixty programs for 336 participants were conducted through December 31, 2010. The Library remains optimistic that the grant program will be funded for a second year (April 1, 2011 - March 31, 2012).

The B&ECPL completed and submitted the 2011 Survey of Public Library Plans and Policies for Workstation and Computer Centers sponsored by Primary Research Group. The report covers personal computers and workstations, laptops, tablet computers and smartphones. Participants will receive a free PDF copy of the report. Institutions surveyed are listed as participants in the report.

Although no longer an e-Rate requirement, Information Technology and Technology Support staff members reviewed the current B&ECPL Technology Plan 2011-2013 and prepared an updated list of "Accomplishments" covering the time period from July 1 - December 31, 2010. The review process confirmed that all major IT projects are covered in the Plan. In addition, 23 Project Summaries were reviewed to insure continued relevancy and guarantee that all anticipated 2011 projects were included in the 238-page document which is posted on the Library's website <http://bit.ly/ddHOd2>.

The Information Technology Team has replaced all data switches in use at the 8 City Branches. Technical Support Services Specialist Johnny Hsu has configured each switch accordingly while Field Technician Dave Kozlowski has removed the old switches and installed the new ones. During the replacement process, many public and

staff PCs had to be configured individually to work with the new switches. The new switches will increase network speed and capacity. The old switches will be refurbished, firmware-upgraded and redeployed at certain contracting library sites.

**Rob Alessi** continues to work on updating the Milestones of Science web presence and is gathering images and compiling the bibliographic information for each title in that collection to be featured in the book browser portion of the site. Rare Book Room Senior Page **Jason Barone** has been scanning images that have not been imaged previously from the Milestones.

### Staff Development

Key Technical Services and Technology Support staff members met with Brodart, Inc. representative Robert Scott on January 4<sup>th</sup> to review contract terms and discount schedules.

**Maureen McLaughlin** hosted the January 14<sup>th</sup> meeting of WNYLRC's Regional Advisory Committee (RAC) at the Central Library.

**Jennifer Childs** attended a conference call with Baker & Taylor regarding mass maintenance, cart templates and future possibilities of Baker & Taylor supplying more specific carts for the collection development team to work with and order from, January 19<sup>th</sup>.

Technology Support Manager **Kelly Donovan**, along with **Mary Jean Jakubowski**, met with some members of the Lancaster Public Library Board to discuss RFID implementation at that location, January 21, 2011.

The New York State Department of Labor presented a "Coping with Layoff" on Friday, January 31<sup>st</sup>.

**Mary Jean Jakubowski** and **Doreen Woods** met with representatives of B&ECPL's 4 bargaining units on Monday, January 31<sup>st</sup>. Representatives from the American Federation of State, County and Municipal Employees, the Clerical and Maintenance Union of the Buffalo & Erie County Public Library - Contracting Libraries, Civil Service Employees Association and the Librarians Association will meet monthly to ease transition issues between administration and bargained labor and provide a forum for non-bargained discussion.

Grosvenor Room Manager **Claudia Yates**, **Amy Pickard**, **Sue Cutrona**, **Carol Pijacki** and **Rhonda Konig** participated in a January 25<sup>th</sup> Northeast Document Conservation Center webinar about the care and handling of scrapbooks.

**Carol Pijacki** joined an ALA webinar, on her own time, on January 26<sup>th</sup>: READ Posters Made Easy: A How-To Demonstration with Adobe® Photoshop® Elements.

On January 30<sup>th</sup>, **Rhonda Konig** viewed an Ancestry.com online seminar: "Making a Breakthrough in your African American Research."

On Thursday, January 27<sup>th</sup>, Assistant Deputy Director of Public Services **Ann Kling**, Central Library Manager **Nancy Mueller** and Buffalo Branches Manager **Linda Rizzo** attended a webinar offered by Library Journal and sponsored by NoveList. It was entitled "Libraries Are Essential: Providing Core Services for Readers."

A patron and his family came to the East Clinton Branch Library with a cake and balloons on January 22<sup>nd</sup> to let **Beata Yamin**, part-time clerk, know how much she will be missed.

**Paulette Smith**, who started as a page at the Martin Luther King, Jr. Branch Library is relocating out-of-state. Her last day of work at the Merriweather Branch was January 28<sup>th</sup> and to say she will be missed is an understatement. Patrons and staff who have worked with her stopped by throughout the week to wish Paulette well.

Librarians **Ann Kling**, **Jack Edson**, **Peggy Errington** and **Pat Covley** each contributed a book review for the *Buffalo Rising* website.

Librarian **Kathy Smith's** production, *The History of Collection Development at B&ECPL* starring Taylor Baker was posted to YouTube on January 12<sup>th</sup>; it has 110 hits so far.

eBranch Library Associate **Kathy Schultz** received abundant praise from Hilbert College Assistant Library Director **Katie Donohue** for her assistance with Book Club in a Bag!

Borrower Services staff has been working on discarding old records of patrons with inactive checkouts. During January this purge combined with the database cleanup project resulted in over 2,000 patron records being deleted from Sirsi.

An additional 850 patron records were modified to correct errors in patron e-mail addresses for patrons who'd requested e-mail notification. These errors prevented patrons from receiving any e-mail from us.

**Kara Stock** was featured in an @yourlibrary article titled "Maximize Your Job Seeking Mojo" in the "Don't Go it Alone" section: <http://bit.ly/ijK3lo>.

January 11<sup>th</sup> - **Dan Caufield** attended an ECIDA Area Managers meeting. The guest speaker was **Arlene White**, Executive Director of The Binational Tourism Alliance, a

not-for-profit membership-based tourism economic development organization. Arlene White provided background information on the BTA, as well as updates on key 2011 binational economic development initiatives under way.

January 12<sup>th</sup> - **Dan Caufield** attended the third of 6 Library Marketing classes offered by the Rochester Library Resource Council.

January 14<sup>th</sup> - **Dan Caufield** attended a networking breakfast at the Canisius College Women's Business Center. Melinda Sanderson, Executive Director of the Center, is interested in having Dan speak about business resources available through the library. Programming and centralized collection development staff began conducting needs assessment site visits scheduled for each library location. The Children's Programming Team has begun to plan for all the programs that will occur this year. Programs will include NYS Summer Reading, Battle of the Books, story hours, tween, teen programs and others. This newly formed team will plan and present youth programs at the library locations throughout the county as well as at the Central Library. Children's services staff is also prepping to move the juvenile collection from the Children's Room to its new home in the Popular Materials Department. The juvenile collection has been consolidated and prioritized for maximum patron accessibility.

#### 4. COMMUNICATIONS AND COMMUNITY RELATIONS

##### Media Coverage / Media Releases

The following media relations communications were distributed to media, elected officials and library supporters from **Joy Testa Cinquino**, Development & Communications Department:

- January 8<sup>th</sup> - Martin Luther King, Jr., Celebration at Central Library
- January 26<sup>th</sup> - Squeaky Wheel Series Announced
- February 3<sup>rd</sup> - **Dorinda Darden** to Direct Ken-Ton Libraries, (sent on behalf of Ken Ton Lib.)
- February 8<sup>th</sup> - Library System Board Announces Executive Committee  
Additionally, several interviews with **Bridget Quinn-Carey**, **Mary Jean Jakubowski** and **Ann Kling** took place on the topic of collection maintenance with the *Buffalo News* and *Artvoice*.

**Pat Covley** was interviewed by *Buffalo Rising* and the *Tonawanda News* about popular titles in 2010 and eBooks, respectively.

**Bridget Quinn-Carey** was interviewed by the *Buffalo News*, WNED radio and *Business First* about Special Library Districts.

A White Paper on Special Library Districts has been written and was distributed to elected Erie County and New York State officials. The document will continue to be updated for the public education campaign.

**Dawn Stanton and Darlene Pennachi** of the Graphics Department completed the following:

- 175<sup>th</sup> Library Anniversary display in Ring of Knowledge at Central
- Travel Display in Rare Book Room + brochure, postcard
- "Ar'n't I A Woman" display in glass wall area by Fables
- Mark Twain Room display updates
- WPA posters printouts
- Kids Space signs for Central
- Martin Luther King Jr. event - program and photographs
- February programs flyer for Children's Room
- Chocolate Hearts sale promotional print materials for City Branches
- GRI - bookmark
- Valentine's Day program flyers for HAM and LNC - children's programming
- KNM/KNL hours slinger
- New permanent hours signs for libraries (CRA, NIA, RIV, MRW, NPK, EDL, ECL, DUD)
- Computer Training Lab classes flyer
- Babel bookmark for March event
- Bistro postcard for February event
- PastForward flyer

The Library System received more than 35 patron comments in the last month ranging from requests for new materials to complaints about the availability of tax forms.

**Library 2.0: Facebook Update.** The Buffalo & Erie County Public Library - Central Library Facebook page has **2,341** fans, an increase of 49 from the previous month. The average number of monthly active users **1,398** with the overall number of "likes" totaling **2,344**. January Facebook posts included many event announcements, a post about the updated edition of the "Adventures of Huckleberry Finn," a reference question and a comment from a concerned patron. Other posts included:



**Buffalo & Erie County Public Library - Central Library** The Library announces the most-circulated books in 2010! What were you reading? Visit <http://bit.ly/eZi75U> to find out...



4 people like this.



Laura Gravis-Lautner Guilty....3 on this list I checked out in 2010



Buffalo & Erie County Public Library - Central Library @Laura - We call you a 'trendsetter!'



Shirley Whelan What a cool report! Thank you.



Steven Osterstrom I loved The Girl with the Dragon Tattoo. And I love the digital books we can get on the Nook or the computer. I also have been using the audiobooks from my computer too.



Buffalo & Erie County Public Library - Central Library Great Steve... that's what we like to hear! and we love that you are taking advantage of the multiple formats the Library offers.

**Library 2.0: Twitter Update.** @buffalolibrary, our System Twitter page, has 1,593 followers, an increase of 39 followers. In addition to many RTs (re-tweets) tweets mentioning the Buffalo Library included:



naimapearce Naima Pearce

Heck Yes! RT @buffalolibrary: Get Ready to Celebrate! 2011 marks the 175th anniversary of what we call the B&ECPL <http://twitpic.com/3tkkee>



JennJustReading Jennifer Harnick

This is awesome --> RT @buffalolibrary: FREE Downloads! Audiobooks, e-Books & Video! No overdue fines or late fees. <http://bit.ly/gii2AR>



JessManocchio Jess Manocchio

Spent LOTS of time here as a kid #bookworm RT @buffalolibrary Stop23 -Elma Library! Operation ReadingRoadTrip continues <http://bit.ly/gtSFIY>



bschu1022 bschu1022

Library releases most-circulated books for 2010! What were you reading? From the Buffalo News <http://bit.ly/f7gNrD> (via @buffalolibrary)

## Partnerships

The Buffalo Public Schools conducted 3 ESL classes in the Central Library Training Lab, 18 students per class, for a total of 54 total students.

## 5. SPECIAL PROJECTS

### Re-Imagining

Coordinated by Special Projects Coordinator Meg Cheman, the next round of Re-Imagine Focus Groups led by Global Library Consulting has been scheduled and participants have been invited. Individual phone interviews have also been scheduled. Closely involved in the development and monitoring of the online survey, Meg submitted a summary of the survey portion of the community engagement to Architectural Resources for the Interim Report.

### LIST of VISITS and MEETINGS ATTENDED by BRIDGET QUINN-CAREY January 15, 2011 - February 11, 2011

#### JANUARY

- 15 ACT Trustee meeting - West Seneca Public Library
- 18 Family Literacy Grant meeting
- 18 Meeting with Libby Post
- 18 Meeting with Victor Rice, President of Library Foundation of Buffalo & Erie County
- 19 B&ECPL Planning Committee meeting
- 20 B&ECPL Development Committee meeting
- 20 B&ECPL Board of Trustees meeting
- 21 Erie County Commissioners meeting - Rath Building
- 24 Lunch meeting with Laurie Torrell, Just Buffalo Literary Center
- 25 Meeting with Patrick Martin, Esq.
- 27 Family Literacy Grant meeting
- 27 Remarks at Buffalo Rotary Club event
- 27 Briefing of Erie County Legislature - Public Library Districts
- 27 Meeting with Central Librarians
- 28 Lunch meeting with Paul Hogan, Vice President Oishei Foundation

#### FEBRUARY

- 3 Lunch meeting with Sheldon M. Berlow, B&ECPL Trustee
- 4 Breakfast/Briefing for WNY Delegation - Central Library
- 7 B&ECPL Executive Committee meeting
- 7 B&ECPL Planning Committee meeting
- 9 Library Managers & Directors meeting - Central Library
- 9 Meeting with Vicki Beck Newman
- 9 Meeting with Patrick Martin, Esq.
- 10 ACT Board meeting - Lancaster Public Library

Minutes of the Board of Trustees

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- 10 Meeting with Regent Robert M. Bennett
- 11 Rare Books Commission Subcommittee meeting
- 11 Lunch meeting with Christine Carr, Executive Director Computers for Children, Inc.

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

Agenda item H - Unfinished Business. There was no unfinished business.

As there was not a quorum, further business could not be conducted. Mr. Berger made a motion to adjourn the meeting at 4:52 p.m. and Ms. Horton seconded. Pursuant to due notice to trustees, Chair Thomas noted a meeting of the Executive Committee would immediately take place where action items could be addressed.

Respectfully submitted,

Sheldon M. Berlow  
Secretary





## Monthly Report of Library System Activity March 17, 2011

### 1. PUBLIC SERVICES

#### Programs, Learning Opportunities, Outreach and Events

##### Special Collections:

*Travelers and Cosmopolitans: the Tourist is the Other Fellow* continues through May 28<sup>th</sup> and has received many excellent reviews – both in person and in its digital representation, [www.thetourististheotherfellow.blogspot.com](http://www.thetourististheotherfellow.blogspot.com). There have been 839 visits to the blog since it began. Viewers are from the U.K., Canada, Turkey, Chile, Israel, Austria, Egypt, India, Nigeria and New Zealand, as well as the United States.

Assistant Deputy Director for Special Collections **Peggy Skotnicki** and Rare Book Librarian **Amy Pickard** provided a tour of the current exhibit and selected treasures from the Rare Book Room on February 17<sup>th</sup> for former Library Director **Bridget Quinn-Carey**, her husband and 2 gentlemen from M&T Bank.

*Destinations: Songs of Travel and Romance* is the new Grosvenor Room display curated by Librarian **Carol Pijacki**. Travel-themed sheet music from 1904 to 1950 complements the Rare Book Room Exhibit: *Travelers and Cosmopolitans: the Tourist is the Other Fellow.* Thanks go to **Dawn Stanton** and **Darlene Pennachi** of the Graphics Department for their work on the exhibit.

There are currently 2 rare book exhibits available for display in B&ECPLS libraries: Edward S. Curtis' *The North American Indian* and *Alexander Hamilton*. Additional traveling exhibits are being developed from *The Ideal Book: William Morris and the Kelmscott Press* and *Travelers and Cosmopolitans: the Tourist is the Other Fellow* as well as *The BPO and Our Community: Celebrating 75 Years* from the Grosvenor Room. All libraries were surveyed as to their exhibit preferences. Staff in the Grosvenor Room are working with **Dawn Stanton** and **Darlene Pennachi** of Graphics on this project.

**Carol Pijacki** led the discussion at the Literally Speaking Lunchtime Book Discussion on February 15<sup>th</sup> for *The Immortal Life of Henrietta Lacks* by Rebecca Skloot.

**Amy Pickard** and Grosvenor Room Librarian **Rob Alessi** visited T2 Printing to acquire digital image files of Rare Book Room materials which had been photographed by Todd Treat.

**Carol Pijacki** conducted 4 tours of Grosvenor Room local history and genealogy resources.

The restructured Training Lab is alive with activity. An ambitious spring schedule of classes is under way at the Central Library Training Lab and there are numerous Cyber Train bookings in upcoming months. Training Lab Coordinator **Kara Stock** is working with the staff to balance class training with projects designed to support technology initiatives. Kara updated the "Intro to Flickr" class. All of the part-time librarian trainers, **Ian Shoff**, **Tom Carloni** and **Andy Aquino** have conducted solo classes and each is working on a special project which will enhance training opportunities.

A total of 26 public technology training classes were conducted at the Central Library Training Lab and using the mobile Cyber Trains, for 384 attendees. Buffalo Public Schools utilized the Central Library Training Lab conducting 9 ESL classes, and Librarian **Charles Alaimo** conducted research classes for 2 high school groups. Three Web 2.0 classes were conducted with attendee evaluations reporting an overall 4.92 rating out of a possible 5. A participant comment follows:

*"I wasn't sure about attending this program and now I am so thrilled to think I came and learned so much about the broad scope of info available at the library. And a very interesting and knowledgeable teacher" Ian, LNC*

The Information Technology Team has successfully installed a program called Scratch (ver.1.4) to all 37 "Cyber Train" laptops. The free educational software was developed by MIT (Massachusetts Institute of Technology) Media Labs. The creatively engaging program will be promoted by the Youth Services Programming Team and taught to a younger audience as part of the B&ECPL technology training program.

The Information Technology Team has successfully tested and has begun the installation of a new and updated math game that is being deployed to all public computers at the City Branches and the Central Library. TabulaDigita's DimensionU will replace an older game called DimensionM that has been in use since 2009. The game can be played by any student that holds Buffalo Public Schools ID. The software needs to be installed on each individual computer and, to date, only the Crane Branch has been complete. The project continues at other libraries.

A new Nook e-Reader download training guide has been developed by B&ECPL staff. The step-by-step instructions and training outline are available on the Library's website

e-Content Page <http://bit.ly/eTGzLC> along with additional guides for using the 'Downloads 2 Go' site and downloading digital content.

BookMyne, the SirsiDynix app that provides iPhone/iPod touch users with mobile access to the B&ECPL catalog, cleared a major hurdle with the ability to search the holdings of all libraries holdings regardless of the entry point. The updated app functionality provides library locations, open hours, My Account features, enhanced Catalog searching and Holds features.

OverDrive, the Library's download e-Book and audiobook provider has released an app that is fully compatible with the iPad. Now, iPhone, iPod Touch, and iPad users can use the optimized OverDrive Media Console app to check-out and download FREE digital books.

### **Community Connections - Adult Programming and Outreach**

- **Dan Caufield** and **Glenn Luba** answered 25 Book a Librarian appointments in February.
- On February 3<sup>rd</sup>, **Dan Caufield** spoke at a meeting of the Business Networking International of Western New York. The BNI is an international group of business professionals who work at creating a network of offered services. Dan spoke for 40 minutes and much of the interest revolved around using referenceUSA. The talk was well received by the 35 members in attendance.
- On February 16<sup>th</sup>, **Glenn Luba** conducted a presentation of library resources to the Parachute Group (a networking group of job seekers). The presentation was well received by the 12 attendees and focused on materials, services, and electronic resources the library provides to aid in the job finding process.

### **Children's Programming Team, including the Children's Room at Central**

- February was a planning and assessment month for the Children's Programming Team. Many contracting libraries and Buffalo City Branches were visited in order to ascertain juvenile and teen programming and centralized selections needs. Libraries were also electronically surveyed for programming choices for the initial series of programs developed by the Children's Programming Team. The programs are to begin in March 2011.
- Library vendor Brodart conducted training for centralized collection development with System selectors **Peggy Errington, Kathy Goodrich** and **Kerra Alessi**.
- The Children's Programming Team continues to prepare for the transfer of the juvenile collection from the Children's Room to its new home in the Popular

Materials Department. The juvenile collection has been consolidated and prioritized for maximum patron accessibility.

- Family Place Parent-Child workshops were scheduled and supplies ordered for all 4 site locations (Central, Niagara Branch, Kenmore and Anna M. Reinstein Libraries).
- The Lancaster and Hamburg Libraries had the distinction of being the first contract member libraries to receive a program presented by the Children's Programming Team (CPT). On Sunday, February 13<sup>th</sup>, each library held a Valentine's Day program. Librarian **Kasey Mack** presented the program at the Lancaster Library and Librarian **Sarah Gallien** presented it at the Hamburg Library. Each provided stories, a Valentine's Day craft and played Valentine bingo.
- On February 3<sup>rd</sup>, storyteller Karima Amin visited the Central Library. Seventeen children and adults enjoyed stories and songs celebrating Black History.
- On February 5<sup>th</sup>, Gaming Saturday returned. Sr. Page **Laura Raichel** hosted this program. Twenty-two children enjoyed playing the Wii, Game Cube and various board games. Pizza Lover's Club, Lego Club and Saturday Afternoon Movie Matinee were also back in action.
- The Central Library had a very special visitor on Monday, February 7<sup>th</sup>. Elmo from Sesame Street stopped by. Over 140 children from 2 Bethel Head Starts, Enterprise Charter School and Montessori School were thrilled to meet Elmo! Librarians **Wanda Collins**, **Kathy Goodrich**, **Mary Ann Budny**, **Becky Pieszala** and Sr. Page **Nancy Smith** read stories while the children waited for Elmo. After meeting Elmo the children made crafts with Librarians **Matt Kochan**, **Kerra Alessi** and **Kasey Mack**.
- The Online Winter Reading Challenge began on January 31<sup>st</sup> and ended February 25<sup>th</sup>. Sixty-two children read 411 books and posted 128 reviews. Three names were drawn for prizes.

#### Tours:

February 8: Bennett Park Montessori Preschool; Attendance: 22

February 16: Drop In Group; Attendance: 21

#### Outreach:

##### YMCA at the Family Court

February 8: Librarian **Wanda Collins**

February 14: Librarian **Wanda Collins**

February 28: Librarian **Kasey Mack**

\*Staff continues to present stories, songs and puppets to the children

February 4: Attendance: 45, school visit to Harvey Austin School  
(Librarians **Kerra Alessi** and **Kathy Goodrich** - Presentation of B&ECPL homework databases, catalog and services. Also distributed library cards to students.)

February 22: Attendance: 41, Story Hour at Buffalo West Even Start  
(Librarian **Kathy Goodrich** - Story Hour for new immigrant families)

### Central Library

- Information Services Librarian **Jamie Smith** received a call from **Kathy Schultz** in e-Branch about a patron looking for Hi-Lo readers here in the library. The patron was working with a 14-year-old with a reading level of 1<sup>st</sup> or 2<sup>nd</sup> grade and wanted us to find about 10 books for her. The issue became complicated because books on his interest level are on a much higher reading level. Even the traditional Hi-Lo readers have about a 3<sup>rd</sup> or 4<sup>th</sup> grade reading level once they get to his reading level. In addition, we do not have a Hi-Lo section nor do we identify our books by interest level and reading level. She did some research to identify some appropriate books and pulled them. The patron came in and we discussed the issues with her student and found even more books that will help her. The patron was thrilled!
- February 2<sup>nd</sup> was the day for all new staffing shifts and layoffs to occur.
- Monday, February 28<sup>th</sup>, was the beginning of our new One Reference Desk model. The Information Services Team now staff the desk at the front of the building near Fables Café. All staff is working very hard to accommodate this change and move forward with the new service models.
- Information Services Manager **Dorinda Darden** has been appointed as Director of the Town of Tonawanda Public Library System effective February 15<sup>th</sup>. We all wish her the best of luck.

### Tours

- **Charles Alaimo** provided a database presentation for the Amherst High School Honors English class on February 7<sup>th</sup>. Fifty 11<sup>th</sup> and 12<sup>th</sup> grade students and 4 adults were given instruction on the Literature databases and then helped to find print sources in the Information Services Department. **Dan Caulfield** assisted in the training lab for those needing continued computer access.
- **Charles Alaimo** provided instruction in the Training Lab for 35 students and 3 adults from Our Lady of Black Rock, grades 6, 7 and 8, for many database subjects. He then provided a brief tour and assisted them in finding material on the open shelves.

- **Charles Alaimo** provided a brief, impromptu tour of the Mark Twain Room for 8 students and 2 adults from the Goals Program on the 23<sup>rd</sup>.
- On February 5<sup>th</sup>, **Jamie Smith** did a tour for Saint Monica Scholars, which consisted of teenage girls paired with adult mentors. The group consisted of roughly 30 people. The girls had lunch followed by a tour and a scavenger hunt that she prepared. They seemed very interested on the tour and had a ball with the scavenger hunt. No one got more than 2 questions wrong and 2 groups had perfect papers. They were all given prizes (by the group) for completing the task. We had a lot of fun!

### **Development & Communications Team, outreach and programming:**

- Coordinate details, and support promotion, for events occurring this month:
  - "Imagining Buffalo" lunchtime series - Melissa Brown, Historical Society 2/8 (27); Francis Kowsky, historian 2/22 (24).
  - Working for Downtown Brown Bag Lunch Series 2/23 - Carl Paladino, Ellicott Development (65)
  - BPOvations @ the Library Series 2/16 (Central 26; OPK 29)(AUD 2/23 39)
  - UNYTS blood drive 1/17
  - Squeaky Wheel "Stories from the Niagara Frontier" Series 2/3 17, 2/10 21, 2/17 14 , 2/24 7)
- Coordinate logistics, promotion, program for 2<sup>nd</sup> PastForward Discussion Series "Our Daily Bread" event 2/24 (80) [NYCH grant - Depression project]
- Staff Women's History Month Coordinating Committee (March 2011); create and coordinate calendar copy, consult on sponsorship, distribute promotion and calendar.
- Research, review as prep for 3/2 Library Foundation meeting - Admin staff support.
- Coordinate donations of discarded books for The Belle Center, United Church Home.

### **Buffalo City Branches**

#### **Dudley Branch Library**

- The Dudley Branch held an Intermediate e-mail Computer Training class on February 25<sup>th</sup> with 3 adults in attendance.

#### **East Clinton Branch Library**

- East Clinton Library had 2 computer classes in February. Microsoft Word- Basic had 8 attendees and Resume Maker had 5.

- The Young Scientist program at the East Clinton Library had an impromptu event with 7 attendees.
- East Clinton Branch Page **Patty Salatka** held a Valentine craft activity with 4 children.
- Librarian **Ian Schoff** held a Resume Maker class for 5 patrons to enhance their resumes and give them tips on applying for jobs online.

#### **East Delavan Branch**

- Lego Club continues at the East Delavan Library. Clerk **Stephen Carson** made new posters and flyers promoting this ongoing event. Due to some bad weather, the Lego Club only met on 2 Wednesdays this month with a total of 5 participants.
- On Friday, February 25<sup>th</sup>, members of the Bennett-Wells Post 1780 of the American Legion had an informational table in the East Delavan Library. Members were on hand to talk to patrons about the American Legion. Linda Smith, a nurse practitioner from Roswell Park Cancer Institute, was on hand to give information on early detection of lung and breast cancer and provide other health tips.
- Movie Saturday started on February 26<sup>th</sup> in the Children's Area of the East Delavan Library. A popular movie was shown to 5 children who were served popcorn and juice boxes to enjoy during the film.
- Branched Out was scheduled to resume at the East Delavan Library on February 28<sup>th</sup>, but due to a mix up, no leader from the Buffalo Museum of Science showed up. Library Associate **Wendy Prabucki** quickly pulled together some books on sharks and had the children color pictures of sharks, labeling their body parts. A total of 10 children and 3 adults were present.
- East Delavan Library is partnering with Read To Succeed Buffalo (RTSB) to get families involved in the Children's Literacy Initiative. Staff has been passing out applications to families with children under the age of 5, and RTSB is going to enroll them in the Dolly Parton Imagination Library (free books for children under age 5). Monthly birthday parties will be held for the enrolled children in the basement meeting space starting in the month of April.
- Computer classes at the East Delavan Library continue to be held on Wednesday and Saturday. The classes are taught by the Adult Education Division of the Buffalo Public Schools. This month they served a total of 13 participants.

#### **Frank E. Merriweather Branch Library**

- Free tax assistance began at the Merriweather Library on February 1<sup>st</sup> and will continue every Tuesday evening through April 12<sup>th</sup>; this is sponsored by the IRS Volunteer Tax Assistance Program (VITA).

- On February 3<sup>rd</sup>, Group Ministries AIDS Leadership Coalition presented a National Black HIV/AIDS Awareness Day Concert with featured vocalist Drea D'nure and the East High Panthers Vocal Ensemble at the Merriweather Branch.
- On Wednesday, February 9<sup>th</sup>, New York State Senator Mark Grisanti (60<sup>th</sup> District) held an open community meeting for his constituents at the Merriweather Library.
- On Friday, February 11<sup>th</sup>, a Veterans Informational Seminar sponsored by the Jesse Clipper Post No. 420 American Legion in collaboration VA Medical Center was held at the Merriweather Branch.
- On Saturday, February 12<sup>th</sup>, storytellers Karima Amin and Sharon Holley, percussionist Eddie Sowande Nicholson and vocalist Joyce Carolyn presented their annual program: "Along This Way: Storytelling in the African Tradition."
- On February 16<sup>th</sup>, County Legislator Betty Jean Grant held her bi-weekly community meeting at the Merriweather Library.
- The 34<sup>th</sup> annual Carter G. Woodson Essay Contest program was held on Saturday, February 19<sup>th</sup>, at the Merriweather Library. An audience of 100 listened to the winning students read their essays on the theme "A Salute to African American Soldiers."
- The annual African American Read-In was held on Sunday, February 20<sup>th</sup>, at the Merriweather Library.
- On February 25<sup>th</sup>, members of the National Labor Relations Board received a tour of the African American Resource Room in the Merriweather Library. They were also interested in books relating to African Americans in the Civil War.
- On Saturday, February 26<sup>th</sup>, Mrs. Eva Doyle held a program entitled "Dressing Up For Black History." Students in grades 4-12 portrayed different African Americans who have made a difference from past history to present.
- County Legislator Barbara Miller-Williams borrowed posters and books from the Merriweather Library for a Black History program in Rochester, New York.
- Librarian **Brian Hoth** took library programs and materials to the following agencies and schools -
  - Monday, February 7<sup>th</sup>, Bethel Head Start at 1485 Jefferson Avenue. Read stories to 15 prekindergarten students. The site houses 5 classes in all and Brian spoke with 4 other teachers about outreach services.
  - Monday, February 14<sup>th</sup>, monthly visit to CAO Head Start at the Old First Ward Community Center. Brian presented a program on Shapes and Numbers to 32 prekindergarten students and their teachers. Brian read stories, did 2 activities, and the children sang songs; afterwards, they made a clown craft using various shapes. Dudley Branch Manager **Suzanne Colligan** accompanied Brian on his afternoon visit giving her an opportunity to make some community contacts. Ms. Colligan was grateful for the opportunity to visit.

- Monday, February 28<sup>th</sup>, CAO Head Start at Ferry Academy. Brian read stories to 7 classes totaling 104 prekindergarten students and teachers. Each teacher completed an Agency Card application and will begin classroom collections next month. Brian's next visit is scheduled for Wednesday, March 30<sup>th</sup>.

### Niagara Branch Library

- During the week of February 21<sup>st</sup>, when Buffalo Public Schools were not in session, the Niagara Branch provided daily programming and computer use to the school-age daycare students of Niagara Day Care. Assistant Librarian **Gwen Collier** presented programs on Children's Dental Hygiene Month, African American and Children's Inventors, and Silly Bands. Page **Ashley Gormady** located, prepared and presented craft activities including a paper doll with felt clothes for Mexican Flag Day, beaded animal key chains, origami paper airplanes and animals.
- Senior Page **Cindy Yuszczuk** conducted an impromptu tour of the Niagara Branch when a group of adult ESL students from Journey's End Refugee Services dropped in on Thursday, February 24<sup>th</sup>. She also assisted several students from the group in signing up for library cards.
- The Niagara Branch meeting room continues to be a valuable resource for numerous community groups and agencies. This month the meeting room, as well as the library itself, was used by these groups: Journey's End Refugee Services "Let's Go to the Library," Buffalo West Charter School, Heart of the City Neighborhood, Upward Bound, Citybration, the Latino Lions and the weekly Homeschool Group. Literacy Volunteers' SES drop-in tutoring continues on the main floor.
- Librarian **Gwen Collier** held daily programming activities at the branch for Miss Porter's school-age daycare group of Niagara Day Care during the week of February 21<sup>st</sup> when Buffalo Public Schools were on break. Miss Porter expressed her appreciation for the way that Gwen utilized literacy based games and activities to support the program themes, and specifically requested that she continue to do so in the future. For example, a program on Dental Hygiene Month featured a word search, ABC game and definitions using non-fiction books, dictionaries and thesauri. On the day the children created their own Silly Bands, they were also sent on a hunt to find silly books and explain what made them silly.
- Kirk Laubenstein from Niagara District Council Member David Rivera's office hosted a drop-in night at the branch on the afternoon and evening of Wednesday, February 23<sup>rd</sup>. This was the first of such outreach on their part and they plan on repeating the session in the future to provide an easy way for their constituents to make contact with the council member.

- Librarian **Gwen Collier** took library programming to these schools and agencies in February -
  - Niagara Day Care Preschool on February 4, 11, 18 and 25. The themes were The Farm, Trucks, Lions and Curious George respectively.
  - Gateway-Longview Therapeutic Pre-K, 3 classes. First visit held was on February 9<sup>th</sup>.
  - Holy Cross Head Start on February 17<sup>th</sup> - 5 preschool classes. The theme was Lions.
  - School 77 @ D'Youville Porter Campus on February 28<sup>th</sup> - Pre-K. Two classes of 27. The theme was Curious George.
- Library Associate **Paul Guminski** updated the "Welcome to the Niagara Branch Library" brochure to incorporate recent changes in borrowing policies and fees. This brochure is given to new cardholders and will be used until the system-wide new borrower packet is created.

#### **North Park Branch Library**

- North Park Library's Wii program was held on 4 Fridays and 2 Saturdays in February. Children, teens and tweens use it on a walk-in basis.
- North Park's Craft Crazy Mondays program was held 3 Mondays in February. Sr. Page **Sarah Barry** and Page **Karen Leonard** created Valentine's Day pins with the children who attended on February 7<sup>th</sup>, tissue paper bouquets on February 14<sup>th</sup> and mosaics on February 28<sup>th</sup>.

#### **Riverside Branch Library**

- Riverside Library held a Valentine Craft program on February 12<sup>th</sup> with an attendance of 4.
- Riverside Library's Sr. Page **Leah Brown** and Page **Caitlin Goodrich** helped children make Valentine's hearts and cards.
- On February 17<sup>th</sup>, the Riverside Library held a Board Game program; attendance was 3. Children played the games Trouble and Scrabble.
- On February 22<sup>nd</sup>, the Riverside Library set up a craft table; attendance was 10. Since Buffalo Schools were off for spring break, Library Associate **Tami Linkowski** set up a craft table with an Under the Sea theme. All crafts included an octopus and the children's imagination.
- Beginning February 12<sup>th</sup>, TCE- Arp Tax preparation, managed by Rida Bross, began filing taxes for senior citizens and low income families at the Riverside Branch. Tax service will end Tuesday April 12<sup>th</sup>.

**Hamburg Public Library** - submitted by Jack Edson, Library Director

The Hamburg Public Library ended the year 2010 with several interesting programs including our annual Christmas Party for our adult book club and our Friends group; our Hamburg Holidays program offered a family story telling session and our staff presented a gingerbread house craft for families at both of our libraries.

We offered a Valentine's Day craft session on Sunday, February 13<sup>th</sup> and this program was a "first" for 2 reasons; it was the first time we presented a program on a Sunday afternoon and it was the first program that was offered by Central Library's new Programming Staff.

We presented an "Origami Valentines" program on Valentine's Day and this was our focus for the "SnapShot NY; a Day in the Life of a Library" initiative.

I participated in Library Advocacy Day in Albany this past March 1<sup>st</sup>; part of 2 teams of librarians, trustees and administrators who visited 12 NY State Senators and Assembly Members, discussing our needs with our elected officials and their staffs. This year, we spoke primarily about the reductions for libraries in this year's state budget and we explained the concept of the Special Library District and asked for support and advice as we move forward with this model.

Central Library's programming librarians have scheduled story hours for both of our libraries including a Lap Sit program for 2-year-olds at Hamburg and a regular Preschool Story Hour at our Lake Shore Library.

We will also offer a series of special musical programs for very young children at the Hamburg Library thanks to a trained volunteer who recently moved to our community.

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

The new year brought new hours to the Marilla Free Library and patrons and staff are still adjusting. The change in hours came about as a result of an hours of operation survey which was conducted to determine preferred hours of operation. Our goal was to make the library hours as convenient and beneficial to our patrons as possible. As a result of the 151 responses to the survey, library hours shifted to longer hours on some days and opening later on others. We are now open to 6:00 p.m. or 8:30 p.m. on every open day except Saturday. We found that this shift has resulted in a greater daily circulation and patron count. Patron comments have been very positive.

We are looking forward to our first Storytime to be conducted by Central Library staff in March. To date, we have 11 children eagerly awaiting Monday mornings. Central

staff will also present Book Bingo in April. Craft and activity programs continue courtesy of the West Seneca YES (Youth Engaged in Service) Program of West Seneca. This group has been conducting these very popular free programs monthly during the school year and more often during the summer months. Fifteen school-age children attended February's Valentine session and 16 are signed up for March.

Although wintry weather persists outside, library staff has been busily making plans for summer programs. Incentives have been purchased for the Independent Reading Program and performers are being scheduled. We will be working with the Town of Marilla to provide a fantastic summer schedule for the residents of Marilla and patrons of our library. We are also investigating the possibility of holding programs for adults with volunteer facilitators.

### **Collections: Development and Use**

**Amy Pickard** and **Rob Alessi** selected items from the Library archives for a digitization project in the Department of Library & Information Studies (DLIS) Digital Libraries course. The images, documents and artifacts that highlight the Library's importance to the community will be mounted on the WNY Legacy website to celebrate the 175<sup>th</sup> Anniversary of the B&ECPLS.

DLIS student Ken Wierzbowski is doing a practicum in the Rare Book Room, continuing the indexing of the World War posters.

The popularity of Freegal Music downloads continues to be strong. In February, 555 patrons downloaded a total of 3,476 titles.

Five hundred twenty-eight downloadable eBooks and 140 downloadable audiobooks were added to the Library's collection in February.

Patrons continue to suggest titles for purchase and request that a hold be placed for them automatically from the online catalog. Patron comments have included:

- "This is a great new service. Thank you!"
- "Thank you so much. I support the Library and find it invaluable. Appreciate all your work."
- "Thanks so much! I appreciate your taking my suggestion and having this new ordering feature. It makes sense to spend money on what your patrons want to read/hear. Our B&ECPL system is special and much appreciated by the taxpayers of this region."

Subject guides that have been added to the Library's website since the last report include Pets, Weather, Geology, and Zoology.

Special Projects Coordinator **Meg Cheman** created subject guides for Pets and Writing. We continue to see increased use of these guides designed to provide better access to our databases.

## 2. FUNDING

### Finances

Final New York State Library aid estimates for the state fiscal year ending March 31, 2011 (funding for the Library's 2010 budget) were released by the New York State Library on February 17<sup>th</sup>. This aid ended the year over 100,000 (4.1%) lower than the aid amount provided in 2009. The Governor's proposed 2011-2012 budget would lower state aid another 10%. Should the Governor's proposed budget be adopted, library aid would be reduced to levels not seen since the early 1990's and would be approximately \$800,000 less than their peak in 2007-2008. As part of their visit to Albany for NYLA Library Advocacy Day, B&ECPL representatives briefed area State Legislators on the impact of these budget reductions and received positive feedback which included a follow-up phone call on March 10<sup>th</sup> from State Senator Mark Grisanti who was pleased to announce that the State Senate was supporting full restoration of the 10% in their budget package. Please see the Communications and Community Relations section for a fuller description of Library Advocacy Day activities.

### Fundraising

A request for \$100,000 was sent for Family Place programming to Stan Lipsey / *Buffalo News*.

The Gala Planning Committee meeting is scheduled for March 9<sup>th</sup>. Approximately 20 volunteers are expected to attend. The Gala is Saturday, November 5, 2011 at the Central Library; tickets are \$175, sponsorships start at \$1500 - \$20,000. See **Joy Testa Cinquino** or B&ECPL Trustee **Anne Leary** with questions.

## 3. OPERATIONS AND INFRASTRUCTURE

### Technology

RFID (Radio Frequency Identification) equipment and gates have been ordered for the East Aurora Library. "Go live" implementation for East Aurora and the East Clinton Branch is scheduled the week of April 4<sup>th</sup>. RFID conversion is almost complete at the Audubon Library. Conversion teams have moved to Williamsville and the Central Library. Implementation targets the week of May 2<sup>nd</sup> for both Audubon and Williamsville. Several other suburban locations are now tagging and encoding collections.

The Information Technology Team has assisted various departments with staff computer relocations at the Central Library. Due to reorganization, the computer equipment relocations included physical computer moves, enabling data drops, reconfiguring logon profiles and shared drives mapping, reorganizing the Active Directory tree and e-mail boxes.

As a result of the review, discussion and statistical analysis conducted by the Working Group on Borrower Services, several new policies and procedures were recommended to facilitate staff-patron circulation interactions and experiences. As a result, SirsiDynix Symphony policy changes took effect in February to support the new policies. Major changes included the implementation of a 1-day due date grace period, the reduction of overdue fines for adult videos to \$1.00 per day with a maximum fine of \$10 per item, an increase in the adult unclaimed Holds fees to \$.50, elimination of the "new" user profiles, increasing the "blocked" threshold to \$10 for most user profiles, and increasing the number of overdue items that trigger a block from 5 to 15 items. Borrowing policies are reviewed on a regular basis to ensure equitable access to our collections and an overall positive user experience.

Links were designed and added to the Web2 Catalog for patrons to suggest title additions to the Library's collection.

The Information Technology Team has provided assistance for related tasks and projects in support for many various events happening at Central, including the creation of a podcast titled: Special Legislative Public Library Districts.

Nine tutorials for the HeritageQuest Online database that were created by Grosvenor Room Librarian **Rhonda Konig** were added to the website at <http://www.buffalolib.org/libraries/collections/genealogy/databases.asp>.

**Rob Alessi** finished gathering bibliographic information and taking photos/scans of each title in the Milestones of Science collection, with assistance from Senior Page **Jason Barone**, for use with the new book browser on the redesigned Milestones web page. Web Page Master **Terri Dickson** is completing work on the site.

#### **Central Library Reorganization:**

Special Projects Coordinator **Meg Cheman** and Community Connections Librarian **Glenn Luba** continue to work with staff to consolidate the Central Library. The new Magazine Room is now open for business and patrons are spending time in the space, sitting at the new café tables and perusing the collection. The floor in the new Children's Space has been repaired and cleaned - walls have been painted. Plans for the new Media Room, including wall and exit locations and shelving configurations, have been developed and approved.

**Glenn Luba** managed the shutdown of the Humanities and Social Sciences workroom and transfer of miscellaneous items out of the Business, Science and Technology area.

**Borrower Services:**

Borrower Services staff has been working on discarding old records of patrons with inactive checkouts. During February, this purge combined with the database cleanup project resulted in over 500 patron records being deleted from Sirsi.

An additional 200 patron records were modified to correct errors in patron e-mail addresses for patrons who had requested e-mail notification. These errors prevented patrons from receiving any e-mail from us.

Borrower Services staff helped with the conversion of the audiobooks collection to a floating collection; almost 800 were processed this month.

**Staff Development**

**Angela Pierpaoli** coordinated a staff training session by CQ Researcher on February 24<sup>th</sup> for 12 participants in the Central Library Training Lab.

Technical Services Manager **Jennifer Childs** attended a Preservation Committee meeting at the Western New York Library Resources Council (WNYLRC) February 11<sup>th</sup>.

Assistant Deputy Director **Carol Batt** along with Library Information Technology Administrator **Toni Naumovski** and several key technology support staff members participated in a conference call with newly assigned SirsiDynix Library Relations Manager Vera Maeser, February 16<sup>th</sup>.

**Toni Naumovski**, Technical Services & Technology Support Manager **Maureen McLaughlin**, Technology Support Manager **Kelly Donovan** and **Terri Dickson** attended a 45-minute webinar titled: "ADA Update: Revised Regulations for Disability Accommodations for the Public" on February 16<sup>th</sup>. The webinar covered some of the newly revised American with Disabilities Act (ADA) regulations that take effect on March 14, 2011, as libraries face new challenges and requirements for meeting both the spirit and letter of the law.

**Maureen McLaughlin** and **Jennifer Childs** joined the Collection Development Team for a BibzII training session conducted by Brodart representative Jennifer Rooth on February 17<sup>th</sup>. Brodart's IT staff followed up by programming all of the B&ECPL's 9XX technical requirements.

**Maureen McLaughlin** and Library Administrative Manager **Tracy Palicki** viewed the webinar "OCLC Billing, Payment and Account Management for Members"

February 22<sup>nd</sup>. As a result of Nylink's decision to cease operating in June 2011, direct OCLC billing will begin with the May 2011 invoice.

**Jennifer Childs** and Technical Services Librarian **Britt White** met with Ebsco representatives on February 24<sup>th</sup> to review the benefits of using their online subscription service, Ebsconet. Ways to identify new, popular magazines were discussed and will be pursued by Ebsco.

On February 9<sup>th</sup>, **Dan Caufield** attended the fourth of 6 Library Marketing classes offered by the Rochester Library Resource Council.

On February 23<sup>rd</sup>, **Dan Caufield** attended an ECIDA City Mangers meeting.

On February 9<sup>th</sup>, Librarian **Kathy Goodrich** attended the Buffalo West Even Start Advisory Council meeting.

Librarian **Mary Ann Budny** attended a Family Place site meeting with **Barb Stanley** at the Reinstein Library.

On February 18<sup>th</sup>, Librarian **Mary Ann Budny** attended a Family Place site meeting with Town of Tonawanda Public Library Director **Dorinda Darden**.

On February 16<sup>th</sup>, Librarian **Kathy Smith** held a training class for the state report at the Julia Boyer Reinstein Library.

On February 23<sup>rd</sup>, Library Associate **Wendy Prabucki** met with Mimi Dow and Zoe Scruggs about the possibility of starting a teen writers workshop at the East Delavan Library. They were impressed with the space and would like to move forward if scheduling and budget issues can all be worked out.

Merriweather Branch Manager **Sandra Williams Bush** participated in Black History programs at Artspace (2/5), Enterprise Charter School (2/7), Makowski Early Childhood Center (2/16), Colonial Village Elementary School (2/18), and Erie County Community College (2/23).

On February 15<sup>th</sup>, radio station WUFO 1080 broadcast Ted Kirland's radio show live from the Merriweather Library's auditorium. Branch Manager **Sandra Williams Bush** was briefly interviewed.

**Linda Rizzo**, Manager Buffalo Branches, attended the Riverside Business Association's monthly meeting at the Riverside Branch on Thursday, February 24<sup>th</sup>.

On February 1<sup>st</sup>, Niagara Branch Manager **Brian Hoth** visited UB and spoke to a class of 15 graduate students attending LIS 583 – Public Libraries about the importance of community involvement. Librarian **Britt White** is teaching the class this semester and asked Brian to talk about his experiences at the Niagara Branch. The class showed much interest and appreciated learning from his experience.

Niagara Branch Manager **Kathryn Galvin** attended a meeting of the Buffalo West Even Start Advisory Committee at Holy Cross Head Start on February 9<sup>th</sup>.

**Becky Pieszala** and **Carol Ann Strahl** each contributed a book review for the *Buffalo Rising* website.

### Facilities

Niagara Branch springs a leak: heavy rain contributed to groundwater entering the library basement via the recently constructed elevator shaft. City and library maintenance personnel worked to address the problem with a potential fix identified.

Reconfiguration of the circulation desk and flooring of the East Clinton Library, a precursor to activating RFID at the branch, is nearly complete. RFID equipment installation and activation is anticipated the week of April 4<sup>th</sup>.

The Central Library's grant funded Ellicott Street Entrance Accessibility Project is finally nearing completion. While a number of punch list items remain, the main portion of the now fully accessible entrance is estimated to be open the week of March 21<sup>st</sup>.

Kim Willer of Prism Quality EAP addressed B&ECPL managers and directors on the topic of "Trust and Unity in the Workplace" on February 9<sup>th</sup>. Repeated sessions are planned for additional staff participation.

## 4. COMMUNICATIONS AND COMMUNITY RELATIONS

**Bridget Quinn-Carey, Joy Testa Cinquino, Mary Jean Jakubowski, Meg Cheman, Jack Edson, Roseanne Butler-Smith** and **Sharon Thomas** participated in Library Advocacy Day in Albany on Feb. 28 and March 1. Members of the Western New York delegation received visits by the Buffalo contingency. Discussion focused on encouraging support for alternate long-term financing and governance for the B&ECPL.

### Library 2.0: Facebook.

The Central Library Facebook page currently has 2,379 fans, 1,371 active users and has "likes" totaling 2,3487. February Facebook posts included many event announcements, a copy of the "open letter to library patrons", and information about downloadable content, and more...



Buffalo & Erie County Public Library - Central Library Check out the new exhibit in the Central Library's Rare Book Room. "Travelers and Cosmopolitans: the Tourist is the Other Fellow" showcases diaries, photographs, and travel ephemera from the 1920s and 30s.



Travelers and Cosmopolitans: the Tourist is the Other Fellow  
thetourististheotherfellow.blogspot.com 4 people like this.



Meagan Baco I saw these last weekend, very cool aesthetics. And the travel journals, especially of Egypt were amazing to see. Thanks! February 16 at 12:00pm

### Library 2.0: Twitter.

@buffalolibrary, our System Twitter page, has 1,643 followers, an increase of 50 followers in February. In addition to many RTs (re-tweets), tweets mentioning the Buffalo Library include:



high\_hopes DLG! Got a personalized message from @buffalolibrary after I started following them! Follow if you love books and Mark Twain quotes!



BorriUPS Borri UPS Systems @buffalolibrary thank you for your message, where would we be without Libraries, do you think they will disappear with ebooks and readers?



freedommary Mary Burrowes @buffalolibrary Congrats 2 Bflo Library on its 175 yr anniversary! Thank u for all your service 2 our community. PS: Great timeline display



LibrarianTorres Héctor i love Buffalo !! RT @buffalolibrary: Traffic is slow and roads are snow-covered, but Central Library is OPEN!

### **Media Coverage / Media Releases**

Development and Communications under Joy Testa Cinquino sent media releases for:

- Announcing the Transition Team Press Release...Feb. 25
- Women's History Month Press Release...Feb. 23
- Traveler's Exhibit Press Release ...Feb. 16
- FastForward Event - February 11

Library stories were covered on:

- Weeding - *The Buffalo News*, *Artooice*, *Buffalo Rising*
- Transition Team - *Business First*, *WBEN*, *The Buffalo News*, *WBFO* radio
- FastForward - *WBEN*
- Downloadables - *WKBW* TV, Channel 7, *Metro News*

The March issue of *Buffalo Spree* includes an article "Rare, Beautiful - and Ours" about the riches in the Rare Book Room. Also, *Buffalo Spree* editor Elizabeth Licata wrote about the importance of libraries at <http://www.buffalospree.com/Buffalo-Spree/January-February-2011/Buffalo-Days-Public-libraries-mdashnot-optional/>.

Talking Leaves' owner Jonathon Welch mentioned that he visited the Library to see the Kelmscott exhibit and appreciated using the maps in the Grosvenor Room in a *Buffalo News* interview at <http://www.buffalonews.com/life/columns-advice/peopletalk/article351529.ece>.

Graphics staff, **Dawn Stanton** and **Darlene Pennachi**, handled:

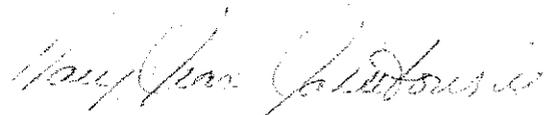
- CEN - magazine area - backer boards and title signs
- Women's History Month - calendar of events and reception invitation
- Family Place - 4 slingers, 8 easel-backed posters
- CEN - fixed hours on glass window at Washington Street entrance
- CEN - hours on glass window at Ellicott entrance
- GRO - hours on glass window
- GRO - music display - labels, title sign, map
- CEN - added signs to kiosk
- Legislature Day materials - 10 large posters, Snapshot flyer, ribbon
- System - circulation policy change - easel-backed signs for all libraries
- Various event signage - Brown bag lunchtime series, Blood Drive, PastForward
- Women of the Civil War program - flyer
- PastForward - 12 large posters on easels
- Overdue fines slinger - updated
- This Week at Central schedule
- CEN - signs for changing of the desks
- Letterhead artwork - with new anniversary logo
- RBR - Travel exhibit posters - 1 to each library +postcards
- MRW - hours on glass window - fixed
- NPK - hours on glass window - fixed

## 5. SPECIAL PROJECTS

### Re-Imagining

Another Focus Group for Re-Imagine was held on February 23<sup>rd</sup>. The Focus Group, representing faith, service and business organizations, had a great exchange of ideas. An interim report was also delivered to the Building Oversight Committee and Community Engagement Committee highlighting the results of all the forums, community meetings and survey results. The next steps of the process were discussed.

Respectfully submitted,



Mary Jean Jakubowski  
Deputy Director - COO