

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
July 19, 2012

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, July 19, 2012, in the Central Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Elaine M. Panty, Secretary
Frank Gist, Treasurer
Amy Alvarez-Perez
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly
Anne M. Leary
John G. Schmidt, Jr.

Chair Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. Chair Connors informed trustees an Executive Session would be held around 4:30 p.m. to discuss confidential attorney/client matters via conference call with counsel in Albany.

Agenda Item C – Minutes of the Meeting of June 14, 2012. On motion by Ms. Panty, seconded by Ms. Horton, the Minutes were approved as submitted.

Trustee Schmidt arrived at approximately 4:07 p.m.

Agenda Item D – Report of the Chair. Mr. Connors reported attending the Erie County Legislature Mid-Year Budget Hearing held on July 18th. At the hearing the Library presented the following: the Library's budget is on target and may not need to expend as much of the Library's fund balance as had been allocated, however there are a lot of unforeseen things that can happen, especially with ongoing bargaining unit contract negotiations with the County; going forward, the Library would like to see the \$2 million County Interfund Subsidy put into the tax line so it truly reflects the total amount of County support; the Library will be asking for increased funding above what it received last year. The Legislature is not confident they will meet revenue

projections; this means the 1% promised to the Library if they met the projections may be in danger so the Library may not get all of the \$198,000 for next year. Deputy Directors Kenneth Stone and Carol Batt and Assistant Deputy Director Joy Testa Cinquino were in attendance at the hearing to answer questions.

Agenda Item D.1 – Intermit August Meeting. The Chair introduced Resolution 2012-26 and entertained a motion to intermit the August Board meeting. Mr. Connors commented this has been done in the past and currently there are no action items for next month; the Executive Committee can be convened if needed. Ms. Panty made a motion, Ms. Leary seconded, and approval was unanimous.

RESOLUTION 2012-26

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in September 2012, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2012 meeting of the Buffalo and Erie County Public Library Board of Trustees is hereby intermitted.

Agenda Item E. Committee Reports.

Agenda Item E.1 – Executive Committee. In the absence of Vice Chair Sharon Thomas, Ms. Panty read the following report of the Executive Committee meeting held July 12th:

Present: Executive Committee members Jack Connors and Elaine Panty, as well as Anne Leary who was present via telephone conference call, constituting a quorum. Also present were Trustee Phyllis Horton, CFO Ken Stone and COO Carol Batt.

Board Chair Jack Connors called the meeting to order at 4:00 p.m. in the Joseph B. Rounds Conference Room at the Central Library.

The Committee reviewed the agenda for the July 19, 2012 Board of Trustees meeting including the proposed resolutions which were presented for member comment including:

1. Budget Guidance to direct the Library's 2013 Erie County operating budget request and service restoration package proposals which have been established based upon the needs of the City branches, Central Library and priorities established by the contract library boards.
2. NYS Library Construction Grant program to address reduced match criteria and guidelines for prioritizing project support.
3. Proposal to intermit the August 16, 2012 Board meeting.
4. Unanticipated expenditure assistance for the Hamburg Library to address a funding gap resulting from staffing changes.
5. Discussion on proposed changes to amend the Internet Safety and Acceptable Use Policy, per a recommendation from the Board's Policy Committee.

Ms. Panty asked if there were any updates regarding the Library Foundation. Mr. Connors reported that Director Mary Jean Jakubowski had been named to the Foundation Board of Directors.

There was no other business to come before the Executive Committee and the meeting adjourned at 4:14 p.m. on a motion by Ms. Panty and second by Ms. Leary.

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

Agenda Item E.2.a – 2013 Proposed Budget Guidance. Mr. Stone informed trustees the Library received a budget briefing and targets earlier that day (July 19th); the targets are basically status quo. They are anticipating the tax base will not grow at all. Resolution 2012-27 will direct: 1) the current split allocation of County support between the Library Tax (\$19.9M) and the County Interfund Revenue Subsidy (\$2M) be combined into a single Library Tax line; 2) to develop a base budget request using the County's funding amount provided in 2012 (\$21, 872,457) plus any money included in the budget targets reflecting the County's Four-Year Financial Plan's 1% Property Tax Growth Sharing with the Library (he added we now know it will be zero because the tax base isn't growing); and, the Library submit for County funding consideration a progressive series of service restoration options for 2013 and beyond. Options provided are to restore service to 2010 levels, particularly open hours, followed by funding to restore

library programs and services. A summary of Service Restoration Requests was included with the resolution's background information; Mr. Stone pointed out proposals were developed by the staff and boards of those individual libraries, relaying what their most important priorities for restoring services were. Mr. Johnson moved for approval of Resolution 2012-27. Ms. Horton seconded. Mr. Connors further discussed the levels of restoration funding and reiterated these requests only get us back to 2010 levels.

Ms. Jakubowski conveyed County Executive Poloncarz has been informed the Library will be asking for additional funds as a restoration package.

In response to a question by Ms. Kelly, Mr. Stone explained the timeline for budget submission and that the County Executive needs to release his budget on or before mid-October. Ms. Jakubowski added, the Library is working on an advocacy campaign to stress the importance of the Library for the residents of Erie County. Information is forthcoming.

Following this discussion, approval of Resolution 2012-27 was unanimous.

RESOLUTION 2012-27

WHEREAS, the Library anticipates receiving Year 2013 budget instructions and preliminary targets from the Erie County Budget Office on or after July 16, 2012, with budget requests due to the Erie County Budget Office no later than August 15, 2012, which is before the next scheduled Board meeting, and

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

WHEREAS, the Executive Committee recommends that Library trustees articulate guidelines for preparing the 2013 budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines; provide for feedback on the draft budget by the Budget and Finance Committee to aid the Library Director in finalizing the budget submission to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library hereby directs the Library Director to complete the 2013 budget request utilizing the following criteria:

- Request that the split allocation of County support provided in 2012's Adopted Budget and Revised Four-Year Financial Plan (\$2,000,000 County Interfund Revenue Subsidy + \$19,872,457 Library Tax) be combined into a single Library Tax line of \$21,872,457, which would not increase the overall County property

tax rate as the \$2 million Interfund Revenue amount could then be used to offset the County portion of Property Taxes; and

- Develop a base budget request using the County funding amount provided in 2012 (\$21,872,457) plus any funding included in budget targets reflecting the County's Four-Year Financial Plan's proposed "1% Property Tax Revenue Growth Sharing with the Buffalo and Erie County Public Library"; and
- Note the impact of the base budget on 2013 service levels; and
- Submit for County funding consideration a progressive series of service restoration options for 2013 and beyond developed in cooperation with System and contracting library leadership and trustees that will allow the Buffalo and Erie County Public Library System to successfully meet continued strong public demand within the context of constrained Erie County resources, and be it further

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

Agenda Item E.2.b – Unanticipated Expenditure Assistance: Hamburg Public Library. Ms. Panty moved, Mr. Gist seconded, and approval of Resolution 2012-28 was unanimous.

RESOLUTION 2012-28

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in the TWENTY-SECOND item, provides a process for requesting assistance in the event of "unforeseeable circumstances" that "result in a material impact on the 'Public Library's' operating budget..." and

WHEREAS, the Hamburg Public Library Board of Trustees has requested assistance to help offset the need to honor contractual obligations for accrued leave and related payouts associated with a recent retirement, and

WHEREAS, the Hamburg Public Library Director consulted the B&ECPL staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of up to \$17,585, and

WHEREAS, without this assistance the Hamburg Public Library Board has found that having to hold key positions vacant over an extended period, as would otherwise be required to address this cost, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, projected savings generated from vacancies from other areas within the System budget will result in sufficient monies being available within the 2012 budget salary and fringe benefit accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a reallocation within the budget to utilize vacancy savings in the System salary, wage and fringe accounts to provide up to \$17,585 in salary/wage/fringe benefit funding assistance to the Hamburg Public Library, and be it further

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

Agenda Item E.2.c – NYS Library Construction Grant – Reduced Match Criteria and Review Guidelines. Mr. Stone explained last year the State Legislature modified the program to recognize the fact that many libraries, particularly in economically challenged communities, had trouble meeting the match. The State authorized lowering the local match requirement for economically challenged communities to 25% of the eligible project costs from the present 50%. They assigned the task of determining who was economically challenged to the library system in each area. This resolution sets the criteria to be used by staff to determine which libraries are located in economically disadvantaged communities and are eligible. It also provides guidelines for reducing recommended awards to balance to the available allocation, should the grant amounts requested total more than the available allocation. A substantial number of libraries would be eligible for the reduced match. Ms. Panty moved for approval and was seconded by Mr. Johnson. Approval was unanimous.

RESOLUTION 2012-29

WHEREAS, the 2012-2013 New York State budget included a \$14 million State Aid for Library Construction Grant Program, with \$641,863 available for projects supporting the 37 public libraries in Erie County, and

WHEREAS, the Buffalo and Erie County Public Library, in its role as a Library System, must determine which libraries are located in economically disadvantaged communities and therefore eligible for grant funding of up to seventy-five percent (75%) of the total project approved costs vs. up to fifty percent (50%) for projects for libraries in remaining communities, and

WHEREAS, the Buffalo and Erie County Public Library, in its role as a Library System, must evaluate, rank and recommend approval of construction

applications submitted by public libraries or public library systems under this grant program, and

WHEREAS, this includes reducing recommended awards to balance to the available allocation, should the amounts requested exceed that allocation, and

WHEREAS, these tasks must be completed by the October 10, 2012 deadline for reviewed applications to be submitted to the New York State Library, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library sets the criteria for qualifying for up to seventy-five percent (75%) funding as:

- Libraries located in communities with a poverty rate as determined by the 2010 U.S. Census, including margin of error, exceeding the Erie County average of 14.0% and/or
- Libraries located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the E-Rate program to qualify said libraries for a 60% discount on eligible E-Rate services, and be it further

RESOLVED, that should the grant amounts requested by libraries exceed the \$641,863 available allocation, the following guidelines will be used to prioritize funding recommendations, with higher priority going to projects that:

- address safety issues;
- improve libraries serving economically challenged communities;
- improve public access and capabilities for increased public use of the facility;
- involve libraries that have not previously received NYS Library Construction Grant funding; and/or
- involve libraries that have not received NYS Library Construction Grant funding in the past three or more funding cycles, and be it finally

RESOLVED, that the deadline for submitting grant requests to the Library System is set as September 7, 2012 to allow sufficient time for review and action by the Buffalo and Erie County Public Library Board of Trustees in order to meet the State's October 10, 2012 deadline for submitting reviewed applications.

Agenda Item E.2.d - Monthly Financial Report. The financial report for the period ending May 31, 2012 was distributed in the Board packet mailing. Overall, the Library

is operating within its budget. Mr. Stone reported the Library did not receive its State aid payment yet because the State Library is still working on aid schedules.

Agenda Item E.3 – Policy Committee. Committee Chair Elaine Panty read the following report of the Policy Committee which met July 12, 2012:

Present: Policy Committee members Elaine Panty, Jack Connors and Phyllis Horton, constituting a quorum. Also present CFO Ken Stone and COO Carol Batt.

Committee Chair Elaine Panty called the meeting to order at 3:00 p.m. in the Joseph B. Rounds Conference Room at the Central Library.

Ms. Panty introduced the discussion regarding the proposed amendment to the B&ECPL's Internet Safety and Acceptable Use Policy. Ms. Batt explained the reasons for several changes with emphasis that the new language better supports the requirements of the Children's Internet Protection Act (CIPA).

A motion by Mr. Connors and a second by Ms. Horton, to submit the draft policy to the full Library Board for amendment, was unanimously approved.

Ms. Panty noted that the target review date for the B&ECPL's Anti-Harassment Policy was intermitted to the September 12, 2012 Policy Committee meeting.

There being no further business, the meeting was adjourned at 3:15 p.m. on a motion by Mr. Connors and a second by Ms. Horton.

Agenda Item E.3.a – Amend Internet Safety and Acceptable Use Policy. Assistant Deputy Director Carol Batt presented this resolution noting this policy has been significantly amended to now reflect the current changes in technology and new language which better supports the requirements of the Children's Internet Protection Act (CIPA) which requires the use of technological protection measures (filters). As part of the B&ECPL's ongoing policy review, this amended policy has been examined by the Policy Committee and reviewed by Library counsel Patrick Martin.

In the policy's Section II.3.g, Trustee Kelly commented the wording "Remember that everything one reads may not be true" was awkward. It was suggested the wording be amended to "Remember some things you read may not be true." The following resolution reflecting this change was approved unanimously on motion by Ms. Leary and seconded by Mr. Gist.

Trustee Schmidt questioned language used in Section I.8, and Ms. Batt commented this was exact language from CIPA recommendation. For those who might use unfiltered Internet access for bona fide research or other lawful purposes, Ms. Jakubowski commented that the Library's Rules of Conduct work in concert with this policy to help protect children from being exposed. Ms. Jakubowski noted staff will be advised of the amended policy and the expectations for the changes.

RESOLUTION 2012-30

WHEREAS, as part of the Buffalo and Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has put together a new structure for process and review of the Library's standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Internet Safety and Acceptable Use Policy, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts the proposed revisions of the Buffalo and Erie County Public Library's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy, last amended September 28, 2006 and be distributed to all Buffalo and Erie County Public Libraries, Contracting Libraries and Contracting Library Trustees.

Agenda Item E.4 - Bylaws Committee. Bylaws Committee Chair Sharon Kelly reported the Committee met on June 27, 2012. Library counsel Patrick Martin was present at that meeting to discuss B&ECPL Bylaws Article II, Section 6 concerning trustee participation in Board meetings by conference telephone. Mr. Martin continues to investigate this. There are no changes proposed to the Bylaws at this point.

Agenda Item F - Report of the Director. Director Jakubowski was happy to report the System was able to find funds for additional Sunday hours at several libraries. She continues to meet with the County Executive to keep him informed on Library happenings and what its expectations and needs are from the eyes of the residents of Erie County.

Invitations to Battle of the Books were distributed to trustees which will take place Saturday, August 4, 2012 with the championship round beginning at approximately 11:30 a.m. at Erie Community College South Campus. She asked trustees interested in volunteering/attending this exciting event to contact her. Ms. Leary questioned the lack of a corporate sponsor for this event. Ms. Jakubowski stated corporate sponsorship would be looked into for future Battle of the Books. Ms. Leary added the Library should be looking at 3 - 4 events per year for corporate sponsorships.

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

B&ECPL Monthly Report June 2012

Demand for library services continues to rise as evidenced by increased circulation, computer use and patron visits. As we enter into budget season, it is important to be reminded that libraries are key community assets. They are the community's living room, full of activity, productivity, entertainment and educational resources. Each of B&ECPL's 37 libraries is unique in their footprint, their programs and their services; and, each works in concert with each other, as a team, to provide excellent, quality services to the residents of Erie County. I am proud of our libraries, the staff that work for us and the services they provide.

Summer Reading is off to a terrific start. The Summer Reading Kick-off was held at the Central Library on Wednesday, June 13th. New York State Deputy Commissioner of Cultural Education Jeffrey Cannell was on site to officially open the Summer Reading season.

Monthly Programming Statistics – June 2012

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	74	1255	1435	24562
3.3 Children (age 6-12)	97	581	2706	10733
4.4 Teens	65	159	799	1776
Intergenerational	35	236	2020	9032
5.3 Adults (excludes Technology)	75	592	852	11347

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	65	287	312	1780
System or Library-owned Cyber Train	25	191	210	1829

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	20	162	486	4433
Children (age 6-12)	40	56	7849	10217
Teens	0	0	0	0
Intergenerational	0	3	0	295
Adults (excludes Technology)	14	92	446	3752

Summer Reading Programs:

	Number Registered		Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD	MTH	YTD
Children (age 5 and under)	413	413	45	45	817	817
3.4 Children (age 6-12)	523	523	34	34	975	975
Teens	236	236	48	48	640	640

Highlights:

- On Sunday, June 10th, the Juneteenth Festival Committee held one of the pre-Juneteenth events at the Frank E. Merriweather, Jr. Library (MRW). Donisha Prenderast, granddaughter of Bob Marley, presented her documentary “RasTa: A Soul’s Journey” to a packed house.
- On Saturday, June 16th, the Summer Reading Kick-off Carnival took place at the Central Library and it was a tremendous success! Over 150 people including children, teens and adults enjoyed a Zombie Walk (courtesy of Terror Technologies), the Magic of Mr. J, a visit with both Maisy and Pinkalicious, face painting, crafts and games. They also had the opportunity to visit the informational tables that branch libraries and organizations had at this event: Penn-Dixie, Child Care Resource Network, Holy Cross Head Start, Byron Brown Summer Reading Challenge, Whitworth Ferguson Planetarium, Theatre of Youth, and East Delavan, Niagara, Orchard Park and West Seneca Libraries.
- On June 20th, Information Services and Outreach Librarian **Kenneth Wierzbowski** taught an “Introduction to Finding Funders” course at the University at Buffalo. The course, provided by the Foundation Center, was taught at the invitation of the United Way of Buffalo and Erie County. The course aims to help nonprofits find funders using the Foundation Center's comprehensive funding research tool, the Foundation Directory Online. Twenty patrons attended the course and the post-session reviews were all positive.
- On June 23rd, Mrs. Eva Doyle presented an “Eye on History” lecture at the MRW Branch. The role of blacks in the Revolutionary War was the topic. Each

participant received a copy of the speech on the meaning of the "Fourth of July for Blacks" given by Frederick Douglass in Rochester in 1852.

- On June 26th, Information Services and Outreach Librarian **Dan Caufield** presented a 1 ½ hour lecture at Canisius Women’s Business Center. Mr. Caufield spoke to 23 potential entrepreneurs and introduced them to many of the useful online resources the library offers to help start and grow a business.
- On June 29th, Information Services and Outreach Librarian **Kimberly Falkowski** conducted a Library workshop for 15 teens in the Young Audiences program. The workshop focused on the online catalog, Library of Congress classification and microfilm.
- On June 27th, the Erie County Legislature Minority Women Business Enterprise Committee and County Executive Mark C. Poloncarz sponsored an “Erie County Government: Open for Business" workshop at the MRW branch. The workshop concentrated on project building, securing contracts, bonding and joint Erie County/City of Buffalo certification.

2. Collection Development

Print Collections:

	Collection Size	Monthly Item Adds	Yr. to Date
Adds			
2.1 Juvenile non-Fiction	160,162	424	2,829
3.1 Juvenile Fiction	354,800	2,527	11,573
4.1 Young Adult Fiction	67,413	816	5,818
5.1 Adult non-Fiction	1,392,962	2,765	13,477
6.1 Adult Fiction	559,811	4,404	27,921

Media Collections:

	Collection Size	Monthly Item Adds	Yr. to Date
Adds			
3.2 Juvenile	67,738	471	2,969
4.2 Young Adult audiobooks only	2,582	13	107
6.2 Adult	352,609	3,558	20,736

Electronic Collections:

	Collection Size	Adds	Downloads	% Change from previous month
e-Books	13,216	378	20,581	+ 1.2%
Music (Freegal)	Unlimited SONY Library		4,157	- 0.3%
e-Audiobooks	5,869	34	4,922	+ 2.3%
e-Videos	370	0	85	- 27.4%

Highlights:

- Circulation of eBooks continues to be strong. This month, 20,581 eBooks circulated to patrons; this compares to 9,903 in June of 2011. This month, 378 eBooks were added to the collection.
- Freegal Music continues to be popular. In June, patrons downloaded a total of 4,157 titles compared to 3,474 in June of 2011.
- On June 28th, the much anticipated exhibition “When Buffalo Burned: The War of 1812 on the Niagara Frontier” opened to the public. Working with **Dawn Stanton** and **Darlene Pennachi** from the Graphics Department, Rare Book Room Librarian **Charles Alaimo** curated the exhibit which highlights collections in Rare Books such as the War of 1812 Letters, maps from the period and documents related to government and popular culture. The newly restored portrait of Seth Grosvenor is hanging prominently in the room and public domain images are used to add color and bring the exhibit to life.
- **Amy Pickard** installed a new display in the Mark Twain Room titled “‘The Walt Whitman Controversy’ by Mark Twain” featuring an until-recently-unpublished writing about Twain. Readers learn what Twain really must have thought of literary censorship and book banning. Twain and Whitman shared the same publisher during the time when Whitman’s *Leaves of Grass* was banned in Boston and this intersection left many to wonder what Twain thought of the whole situation. The piece now on display seems to answer that question.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
to Date				
Facebook Fans/Likes	3,317	+ 39	+ 1.2%	10.0%
Twitter Followers	2,671	+ 73	+ 2.8%	8.9%
Flickr Views	40,162	+ 754	+ 1.9%	4.4%
Pinterest Followers	149	+ 22	+ 17.3%	N/A*

*N/A Pinterest created February 2012



[Cory Buck](#) [@TheBuckMopsHere](#) [@buffalolibrary](#) always hitting us with the great Twain quotes. Keep up the good work!



[Rolly Pollies](#) [@RollyPolliesWNY](#) [@buffalolibrary](#) At the Orchard Park branch checking out some books for the kids!



[Timothy M. Kennedy](#) [@SenKennedy](#) Yesterday, we joined [@BuffaloLibrary](#) officials to announce a significant state investment in our local libraries:
<http://www.nysenate.gov/press-release/senator-kennedy-library-officials-announce-state-grants-buffalo-erie-county-libraries>

Highlights:

- Erie County Bid No. 212219-005 for the purchase of Vostro All-in-One PCs was evaluated and awarded to Adorama, Inc. The new computers will replace older, slow processing staff workstations as well as update the public technology at the Frank E. Merriweather, Jr. Library.
- The Holds process has been revised to now include an auto-generated “Pick Up” date and truncation of the cardholder’s last name and library card number to provide greater confidentiality for open shelf retrieval. This process has been implemented at the Central Library and is being rolled out to the libraries that currently have the new receipt printers supporting the RFID Self-Checkout technology.

4. Funding/Fundraising

Funding:

Highlights:

- E-Rate recurring services funding requests for July 1, 2012 – June 30, 2013 were approved on July 10th. The Schools and Libraries Division of the Universal Service Administrative Company (administrator of the Federal E-Rate program) released the first funding wave of approvals for the new E-Rate funding year which began in July 1, 2012. All of the Library's recurring services funding requests were approved as submitted!

This funding provides vital support that makes the following services possible:

- High-speed Internet access for the entire System
- Fiber optic Wide Area Network connections to all libraries
- Voice telephone service for all Buffalo branch and contracting member libraries and part of the Central Library
- Wireless phone service

In 2012-2013, the E-Rate program will fund an estimated 61% of system-wide telecommunications and Internet access costs and 90% of the cost of the services specific to the Central Library based upon National Free and Reduced Price Lunch participation rates within the school districts served by these libraries. B&ECPL is now set to receive funding of up to \$327,960. Including current year projections and this newly approved funding, since its inception in 1998, the E-Rate program will have provided over \$3.2 million to support Library telecommunications, Internet access, as well as data related equipment/infrastructure. An additional funding request for networking equipment in the amount of \$95,317 is still under review.

- The 2011 Erie County operating budget process will begin soon. Instructions, targets, guidelines and forms are anticipated to be released on or about July 16th, with budget requests due in mid-August. Options based upon identified needs will be presented for trustee guidance at the July meeting.
- The Erie County Legislature's Management & Finance Committee will conduct mid-year budget hearings next week. The Committee will be reviewing year-to-date financial performance and operating results of County Departments and funded agencies. The Library is scheduled to present information to the

Committee on Wednesday, July 18th at 12:00 noon in the Legislative Chambers of Old County Hall.

- The City of Buffalo’s capital project planning process is under way, with requests for improvements to City facilities due to be submitted online by July 20th. The City of Buffalo’s Department of Public Works (DPW) has jurisdiction over capital work at library facilities. This spring, the City hired a firm to assess all City facilities to identify their capital needs. We hope to have a draft of that report next week to help guide development of branch library capital improvement requests. Hearings on proposed needs will take place by mid-September, with Mayoral recommendations due out in November for Common Council consideration in December.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Judy Summer Tribute Auction	April 8 - 30, 2012	\$4,046 gross
Summer Mini Online Auction	June 7 - July 6, 2012	\$533 (not final)
Annual Appeals	Year to date	\$ 88,437.84 (this includes a onetime \$10,113.84 from the Friends of the Riverside Library for Riverside Library)
East Delavan Book Sale	June 14, 2012	\$157.00
Crane Book Sale	Ongoing	\$557.45
Riverside Book Sale	Ongoing	\$13.05

Highlights:

- The Summer Mini Online Auction of 9 items closed on July 6th. All items sold. Preliminary income raised is \$533. There were a total of 19 bids on the 9 items. High bidders were from California, Pennsylvania and Western New York. We held this auction because we had contracted with the online “Bidding for Good” website through July 2012.
- A Young Professional’s Committee is being formed to raise money for the Library System. Their first event will be held at Hotel Lafayette on November 16th.

- The Library is planning a StoryBook Ball for kids in fall/winter.

5. Facilities

- The air conditioning unit was repaired this month at the East Delavan Branch Library (EDL). EDL had been without air conditioning since May 18, 2012.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff				
Administration				

*Statistical table is being redesigned to include staff training for all 37 libraries. Complete monthly and year to date totals will be provided in a future report.

Highlights:

- Staff members participating in the Palmer Institute’s Public Library Administrator’s Certificate Program (PLACP) attended classes June 4-5.
- On June 13th, Director **Mary Jean Jakubowski**, Librarians **Dan Caufield**, **Meg Cheman**, **Dorinda Darden**, and Assistance Deputy Directors **Joy Testa-Cinquino** and **Dawn Peters** attended a meeting with June Garcia. June reviewed how to take the raw data gathered in the Post it Note Paloozza meetings and collate it for later review and assessment.
- On June 8th, at the New York State Library Assistants Association conference held at the Seneca Niagara Casino in Niagara Falls, Information Services and Outreach Librarian **Dan Caufield** presented a 1 ½ hour lecture. Mr. Caulfield’s workshop covered reference service and database use stressing the difference between Internet and databases searches, common features when searching databases and where to find them in communities across the state. The lecture was well received by the 23 attendees. In addition, Director **Mary Jean Jakubowski** and Amherst Library Director **Roseanne Butler-Smith** presented an interactive program on *The Future of Libraries*. The program included development activities addressing letting go of the past and embracing the future of libraries and their services. Director **Jakubowski** also gave the opening welcome to the Buffalo-Niagara region before all conference attendees on June 7th.

7. Media coverage/Media Releases

Type of Communication	Air Date/Publish Date	Topic
WKSE Radio Interview	6/20/12	Mary Jean Jakubowski interviewed live on Summer Reading
102.5 Radio Interview	7/3/12	Mary Jean Jakubowski interviewed live on Summer Reading
Business First Phone Interview	For 7/13/12 issue	Mary Jean Jakubowski interviewed about smoke free ramp policy
WBFO Radio Interview	6/28/12	Carol Batt interview e-Books and Downloads
Media Release	Bflo News 7/7/12 Business First 7/6/12	New Smoke Free Policy
Media Release	Sent 7/11/12	YAWNY performances
A.B.L.E.Y Advisor	6/1, 6/8, 6/15, 6/22 and 6/29/12	ECL programs
East Clinton Shopper	6/4/12	ECL Programs
NIA Facebook Postings in June - 6		Summer reading suggestions
		Bike Workshop (2x)
		Be a library model
		Visit us at the Summer Reading Kick-off
		We have Blu-rays
Riverside Review		RIV Summer programs
WIVB		RIV Summer programs
WKBW		RIV Summer programs
WGRZ		RIV Summer programs
Art Voice		RIV Summer programs
Time Warner Cable		RIV Summer programs
July Central Programming press release	Various media outlets- Art Voice, Family, Buffalo News, etc.	July Central Programming

8. Partnerships

Highlights:

- Technology Support staff met with local preservationist and blogger Bernice Radle and discussed the impact social media can have on the Library's presence in the community and how the B&ECPL can connect with young professionals.

9. Governance

- System trustees, member library trustees and administration continue to discuss various aspects of regovernance.
- Member library trustees met with attorney Ellen Bach of Whiteman, Osterman & Hanna LLP to finalize recommended language for Memorandums of Understanding between the B&ECPL System and member libraries.

10. Director Activities

Meetings and Events:

- June 1, 2012 Conference Call: Ellen Bach - Whiteman, Osterman & Hanna LLP
- June 1, 2012 Meg Cheman, Special Collections
- June 1, 2012 Anti-Bullying Coalition Meeting w/ Sawrie Becker, E.C. Comm. of Public Advocacy
- June 1, 2012 HR/Workforce Development Meeting
- June 4, 2012 Carol Batt, Chief Operating Officer
- June 4, 2012 Development Committee Meeting
- June 4, 2012 Public Library Advanced Certificate Program
- June 4, 2012 Lou Petrucci, President - Buffalo Public Schools, Board of Education
- June 5, 2012 Conference Call: Peter Murad & Nick Derr - Architectural Resources, and Susan Kent - Library Strategies International
- June 6, 2012 2013 Erie County Capital Budget Departmental Meeting
- June 6, 2012 Staff Forum: Q&A w/ the Library Director
- June 6, 2012 Elevator Replacement Project
- June 6, 2012 Association of Contracting Library Boards of Trustees (ACT) Meeting – Budget
- June 7, 2012 Welcome - Library Assistants Conference - Niagara Falls, NY
- June 7, 2012 Policy Committee Meeting
- June 7, 2012 B&ECPL Executive Committee Meeting
- June 8, 2012 Library Assistants Conference presentation: "Future of Public Libraries"
- June 11, 2012 Geno Principe - Fables Café, and Ken Stone Meeting

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- June 12, 2012 Anti-Bullying Coalition Meeting
- June 12, 2012 Special Collections/Rare Book Room Meeting
- June 12, 2012 PULISDO/DLD Conference Call
- June 13, 2012 Library Strategies International - Susan Kent and June Garcia
- June 13, 2012 Libby Post - Communication Services
- June 13, 2012 Managers/Directors Meeting
- June 13, 2012 Statewide Summer Reading Announcement @ Central
- June 13, 2012 Meeting with Deputy Commissioner of NYS Cultural Education, Jeff Cannell
- June 14, 2012 Library Strategies International - Susan Kent and June Garcia
- June 14, 2012 Libby Post - Communication Services
- June 14, 2012 Susan Kent, Ken Stone Meeting
- June 14, 2012 Welcome - Scarlet O'Hats Club
- June 14, 2012 Facility Study Review: Peter Murad & Nick Derr - Architectural Resources, and Susan Kent & June Garcia - Library Strategies International
- June 14, 2012 B&ECPL Board of Trustees Meeting
- June 15, 2012 Library Strategies International - Susan Kent and June Garcia
- June 15, 2012 Libby Post - Communication Services
- June 15, 2012 E.C. Office for Disabled Board Meeting
- June 15, 2012 Ken Stone, Budget Strategy Meeting
- June 15, 2012 Dudley Branch Library: Peter Murad & Nick Derr - Architectural Resources, and Susan Kent & June Garcia - Library Strategies International
- June 15, 2012 HR/Workforce Development Meeting
- June 16, 2012 Libby Post - Communication Services
- June 19, 2012 Children's Public Space Meeting: Dan Caufield, Chip Campbell, Mark Kross
- June 20, 2012 WKSE 98.5 Radio: live telephone interview
- June 20, 2012 Conference Call: Donall O'Carroll - Webster Szanyi, Patrick Martin, and Ken Stone
- June 20, 2012 Rules of Conduct and Central Library Access Ramp Policy Review: Ken Stone, Joy Testa Cinquino, Dawn Peters, Mike Miechowski and Joe Bush
- June 20, 2012 ACT Meeting
- June 21, 2012 Admin. Team Meeting
- June 26, 2012 Goals and Objectives Facilitator Meeting
- June 26, 2012 Workforce Development Meeting: Doreen Woods
- June 27, 2012 Bylaws Committee Meeting
- June 27, 2012 WNY Independent Living - Todd Vaarwerk
- June 27, 2012 Library Foundation of Buffalo & Erie County Meeting
- June 28, 2012 Admin. Team Meeting
- June 28, 2012 Conference Call: Architectural Resources - Peter Murad & Nick Derr

June 29, 2012 Paul Hogan - Oishei Foundation

June 29, 2012 Olmstead Center: Linda Wieck, Dan Caufield, Dawn Peters

June 29, 2012 Linda Rizzo - PLACP

June 29, 2012 HR/Workforce Development Meeting

June 29, 2012 Alcohol and Drug Dependency Services, Inc.: Ellen Breslin, Doreen Woods

June 29, 2012 Kelly Donovan - PLACP

Other:

Contracting Member Library Activity Reports - June 2012

Elma Public Library – submitted by Karen Korpanty, Director

Highlights of events and activities at the Elma Public Library:

- Two teams of readers have been preparing with Children's Librarian Kate Puehn for participation in the August 4th Battle of the Books competition.
- Two hundred twenty-six pre-readers and independent school-age readers registered in the Vacation Reading Club have been keeping reading logs and collecting incentive prizes.
- Vacation Fun Club, a weekly library program of stories and crafts for children entering grades 1 – 4, runs through August 14th. Thirty-four children are registered.
- Summer Preschool Story Time with 26 children meets every Thursday morning through August 16th.
- Hawk Creek Wildlife Center presented a live animal program featuring "Animals of the Night" on June 28th to an audience of 122.
- The Magic of Mr. J presents "A Ton of Fun Show" to readers and their families on July 12th.
- On July 17th, System computer training staff will offer a "Technology Petting Zoo", allowing the public to test drive a variety of eReaders.
- Charlie & Checkers will juggle, ride a unicycle, and perform their magic for all on July 20th.
- Computer training class on Downloadable eBooks is scheduled on July 24th.
- Carmen Presti and live animals from The Primate Sanctuary will present an educational program for school-age children on July 26th.
- The Central Programming Team will conduct a Pet Show on July 27th.
- On August 8th, there will be 2 presentations of Mr. K's Mobile Dome Planetarium.
- Glenn Colton will perform at the Summer Reading Club party on August 16th.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- Summer programming has begun at the Lackawanna Public Library and we are planning our annual summer picnic. We will have Glenn Colton entertaining us as well as a bounce house, carnival games, cotton candy and snow cones! Our Friends of the Library group has generously offered to provide hot dogs and lemonade. We are really looking forward to this event!
- We have started preparing for the Battle of the Books and have so many children interested in participating that we will have 2 teams this year instead of just 1. We also have a University at Buffalo student volunteering to help with our Battle teams. She participated in the Battle herself when she was younger and her team won! She brought in her trophy to show the kids and get everyone excited about the event.
- The Lackawanna Public Library has been invited to participate in the City of Lackawanna's Community Fun Days which will take place July 6-8. The focus of the event is on health, wellness and education. There will be games, music, and vendors. The library will join in with storytelling and face painting.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met June 27th. Mary Jean Jakubowski was approved as the newest member of their Board of Directors in addition to Dr. Richard Lee who was approved at their previous meeting. At the June 27th meeting, discussion took place on how the B&ECPL Development Committee is coordinating with the Library Foundation trustees on fundraising planning. They are working on determining the role of the Library Foundation as it relates to the Library as part of the Strategic Planning process.

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

Agenda Item I – Unfinished Business. No unfinished business.

Agenda Item J – New Business. None.

Ms. Horton moved to enter into Executive Session to discuss confidential attorney/client matters related to the Contract Member Library Memorandums of Understanding. This was seconded by Ms. Panty. All members of the audience and staff members, with the exception of Director Mary Jean Jakubowski, were excused from the room. Attorney Ellen Bach of Whiteman, Osterman & Hanna LLP was on speaker phone for the Executive Session. The session commenced at 4:45 p.m. and concluded at 5:26 p.m. Mr. Connors exited Executive Session at approximately 5:15 p.m. No action was taken in Executive Session.

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There being no further business, on motion by Ms. Horton with a second from Mr. Johnson, the meeting was adjourned at approximately 5:27 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary