

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

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

Sharon A. Thomas, Chair  
Jack Connors, Vice Chair  
Elaine M. Panty, Secretary  
Frank Gist, Treasurer  
Amy Alvarez-Perez  
Phyllis A. Horton  
Theodore K. Johnson  
John G. Schmidt, Jr.  
Wayne D. Wisbaum

Chair Sharon A. Thomas called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B – Agenda/Changes to the Agenda. Chair Thomas entertained a motion to amend the agenda so the Board could convene in Executive Session at the conclusion of New Business for the purpose of obtaining legal advice from counsel Ellen Bach of Whiteman Osterman & Hanna LLP. A motion was made by Ms. Horton, seconded by Mr. Gist and carried unanimously.

Agenda Item C – Minutes of the Meeting of December 15, 2011. On motion by Trustee Connors and a second by Trustee Alvarez-Perez, the Minutes were approved as mailed.

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

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Ms. Thomas called on Committee Chair Amy Alvarez-Perez to make a report. The Nominating Committee offered the following slate of officers and Executive Committee members for 2012:

Chair – Jack Connors  
Vice Chair – Sharon A. Thomas  
Secretary – Elaine M. Panty  
Treasurer – Frank Gist

In addition to the Chair and Vice Chair, proposed members of the Executive Committee are Anne Leary, Elaine Panty and John Schmidt, Jr. On motion by Ms. Horton, seconded by Mr. Johnson, the slate was unanimously approved as presented.

Agenda Item E – Meeting Schedule for 2012. The meeting schedule was included in the Board packet mailing for information.

Agenda Item F – Report of the Chair. Ms. Thomas reminded trustees to return the 2012 B&ECPL Board of Trustees - Committee Volunteer Form that was enclosed in their Board packets. These are due back to the Director's Office by February 2<sup>nd</sup>. She encouraged trustees to attend New York Library Association (NYLA) Legislative Education Day in Albany on March 6<sup>th</sup>. In response to a question by Trustee Schmidt, Ms. Jakubowski explained the Library creates a local message and NYLA creates a state-wide message to bring to Albany. The message and details will be worked out and relayed once attendees have been confirmed.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. Jack Connors reported the Executive Committee convened on January 12, 2012 at the Central Library.

Present were Executive Committee members Jack Connors, Elaine Panty, Anne Leary and via telephone Sharon Thomas and John Schmidt. Director Mary Jean Jakubowski, CFO Kenneth Stone and Libby Post, Consultant – Communication Services, were also present.

Discussion was held regarding NYLA Legislative Education Day March 6, 2012 in Albany, New York. Board members are encouraged to participate.

Discussion was held on the Special Legislative District Public Library.

Libby Post discussed media relations and strategies as they pertain to the district option.

Elaine Panty discussed the Nominating Committee and elections to be held at the January 19, 2012 Board meeting.

The Board Agenda for the January 19, 2012 meeting was reviewed and approved.

Executive Session was called at 5:06 p.m. to discuss a personnel matter. Executive Session ended at 5:12 p.m. with no action taken.

The Executive Committee meeting adjourned at 5:14 p.m.

Agenda Item G.2 – Budget and Financial Committee.

Agenda Item G.2.a – Monthly Financial Report. The monthly financial report for the month ending November 30, 2011 was included in the Board packet for information. Deputy Director Kenneth Stone reported the Library is operating within budget. He added, in Governor Andrew M. Cuomo's released Budget, there is no change for Library Aid from the 2011-12 Enacted Budget. The Library based its 2012 state aid estimates on the Enacted Budget.

Agenda Item H – Report of Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County trustees met on December 22, 2011. They approved a resolution requested by Gordon Gross to rename and repurpose a library foundation endowment fund in Judy Summer's memory. A resolution is on the agenda requesting support of this action. Foundation trustees Rick Berger and Bridget Quinn-Carey resigned and they are working to fill those seats. The Foundation agreed to support the Library's upcoming Strategic Plan and also conservation work needed on the Seth Grosvenor portrait which will be a centerpiece of the Library's War of 1812 exhibit later this year.

Agenda Item I – Report of the Director. In addition to her previously transmitted written report, Director Jakubowski thanked the Foundation for the grant match of \$25,000 for the Strategic Plan. The strategic planning process is well under way. June Garcia, Susan Kent, as well as Peter Murad of Architectural Resources, will be back next week to continue tours of libraries. Progress on this will be reported back to the Board.

Ms. Jakubowski reported, together with Jack Connors, she met with Deputy County Executive Richard Tobe and provided him with information on the Special Legislative District Public Library option. Additional information on the Library's governance structure was also sent to him. The lines of communication are open and the Library looks forward to working with Mr. Tobe and County Executive Poloncarz.

She shared with trustees the Library's year-end appeal is still in progress; to date, there have been 1,152 donors and brought in approximately \$54,500. She thanked Ms. Testa Cinquino and her staff for their hard work on this and all the fundraising initiatives that have been going on.

Request for bid responses for the Library's materials vendors have been reviewed. Deputy Director Carol Batt and her team worked hard to do a thorough assessment and the good news is the numbers are coming in good. New bid discounts meet or exceed past bids. They are working with the County to get bids awarded.

She reminded and encouraged trustees to attend the upcoming ACT (Association of Contracting Library Boards of Trustees) meeting, Saturday, January 21<sup>st</sup> at 9 a.m. at the Orchard Park Public Library. Ms. Jakubowski, Jack Connors, Ken Stone as well as Ellen Bach will be present.

Ms. Jakubowski mentioned the wonderful January 16<sup>th</sup> front page article in the *Buffalo News* regarding e-Books. She also appeared on AM/Buffalo January 17<sup>th</sup> and has been asked to do something at least monthly with them to share information on all the Library's services.

She referred to an invitation at each trustees place for a Computer Center Celebration at the Julia Boyer Reinstein Library on February 14<sup>th</sup> at 10 a.m. funded by the NYS Library with funding provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP). Trustees were encouraged to attend.

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

## **Monthly Report of Library System Activity January 19, 2012**

### **1. PUBLIC SERVICES**

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

The Buffalo and Erie County Public Library (B&ECPL) Technology Team led by Librarian **Kara Stock** had a busy and productive 2011. Three hundred twelve public classes were held for 2,409 total attendees, representing a 17% increase in attendance over 2010. Grand total attendance reached **2,600** including staff classes. In addition, 12 brand new classes were developed (including *Introduction to Skype*, *Resume Creation*, *Family History Research* and *Introduction to eBay*) and significant updates were made to 48 additional classes. Five Camtasia public screencasts were also developed covering overviews of *The Buffalo News*, *Consumer Reports*, Reference USA and Chilton Library databases as well as free computer classes at the B&ECPL.

The Library's Technology Training staff reviewed several websites offering typing instruction and selected the most appropriate to support individual self-paced practice sessions. [Peter's Online Typing Course](#) offers 18 free typing lessons and 6 free typing exercises for the beginner (no registration is required). [TypingWeb](#) is an online typing tutor for all skill levels including beginner, intermediate and advanced courses as well as 8 typing games and a typing test (free registration is required if you wish to track your progress). [Goodtyping](#) offers 27 online typing lessons (free registration is required

if you wish to track your progress). These sites can be reached by clicking the "Typing Practice" icon that has been added to the in-library public computers or by visiting the Computer Training Lab's "Online Tutorials" page at <http://bit.ly/ZbN5w>.

In December, **Kara Stock** updated *Introduction to YouTube* and *Computer Basics*. She is also writing a new public class introducing the e-Library Catalog and is working on a class that will show students how to get on the Library's Wireless with their own laptop. Librarian **Nell Aronoff** updated *Internet Intermediate* and *Microsoft Word Intermediate*. Librarian **Andy Aquino** finished the *Introduction to eBay* class. Librarian **Tom Carloni** finished a draft for a staff class on *Microsoft Outlook - Desktop version* and updated the handout *Borrowing eBooks from the B&ECPL Website for Your Kindle*, based on a patron suggestion. It now emphasizes that 3G service must be turned off when applicable.

Database Subject Guides, created by B&ECPL librarians, had visits from 22 different countries during December and 66 countries throughout the year. Users from as far away as Vietnam, Nigeria, Saudi Arabia and Serbia, to name just a few, as well as users from Canada and Mexico, our nearest neighbors, have discovered and used our Subject Guides. Subject Guide visits for 2011 totaled 19,271.

The B&ECPL submitted the LSTA Partnership Survey to the New York State Library evaluating the current Five-Year Library Services and Technology Act (LSTA) Plan, 2007 to 2012. The report will analyze partnerships established by the State Library and local library systems to implement LSTA-funded projects, such as the Summer Reading Program and LSTA Service Improvement Grants. Librarians **Peggy Errington**, **Kathy Goodrich** and **Kara Stock** provided background information for the LSTA-funded Summer Reading and Cyber Train Technology Training programs. The data and supporting narrative was compiled to present an overview of the opportunities, benefits and challenges working with partnering organizations.

**Anne Conable** from the Development and Communications Department coordinated details, and support promotion, for events occurring this past month including:

- "Imagining Buffalo" series -
  - 12/6 Talk and Lafayette Hotel tour, Rocco Termini (80);
  - 12/13 Patricia Szarpa, WNY Land Conservancy (34);
  - 12/20 Carl Paladino, Ellicott Development (72);
  - 12/27 Dennis Galucki, C-SAAHN founder (27)
- Working for Downtown Brown Bag Lunch series:
  - 12/7 Peter Cammarata & David Stebbins, RiverBend Master Plan (37)
- UNYTS Community Blood Drives 12/1 and 12/22

- Coordinated with Rare Book Room (RBR)/Special Collections and Graphics to finalize 2012 exhibit plan with programming. Also established 2012 Milestones conservation plan with RBR.
- Presented a talk and slide show as part of the Forest Lawn Chapel series on the history of the Library on 1/8 (70 attendees).

Eva M. Doyle, columnist and leader in the African American community, met with **Joy Testa Cinquino**, **Anne Conable** and **Dawn Peters** to discuss a series of presentations in the Ring Of Knowledge at the Central Library in February - June. The programs, titled *Eye on History*, will focus on Ms. Doyle's 33-year career as a writer, educator and advocate for the black community.

**Joy Testa Cinquino** is working with **Yvonne Maute** to plan a grand opening celebration for the computer center at the Reinstein Library in Cheektowaga on Tuesday, February 14<sup>th</sup> at 10 a.m.

**Dawn Stanton** and **Darlene Pennachi** from the Graphics Department worked on the following during the past month:

- New Gluck display
- New GRO display
- New tabletop display - Census
- "Staff Forum" posters
- "Download Now" posters
- Children's Area decorations for CFD
- Signs for LCW, GRO, KNM, TON, ECL, EDL, JBR, POP, HSS
- Program for Martin Luther King celebration
- New business card design

December 10<sup>th</sup>, Grosvenor Room Librarian **Rhonda Konig** attended the Western New York Genealogical Society Board meeting.

**Rhonda Konig** wrote 2 blog posts: *Land and Property Resources for Erie County and New York State* and *Saving Genealogy Dollars in the New Year*.

### **Central Library and Adult Services**

On December 13<sup>th</sup>, **Dan Caufield** met with members of the Small Business Development Center and the Small Business Administration at Buffalo State College to discuss how library resources help small business develop and grow.

This December, Programming and Outreach Librarian **Kenneth Wierzbowski** initiated a dialog with the United Way of Buffalo and Erie County and People Inc. to find an audience for a proposed *Grantseeking Basics* course to be held at the Central Library.

The class will cover: what you need to have in place before you seek a grant; the world of grantmakers; the grantseeking process; and available tools and resources. This course is offered in conjunction with the Foundation Center and is tentatively slated for this coming February or March.

### **Children's Programming Team**

The Children's Programming Team continues to plan and execute System supported programs and activities for children and teens.

During the month of December, the Children's Programming Team presented 37 programs at the Central Library and System branches (including Outreach, school visits and programs) for 750 individuals.

Class visits, tours and programs made the Central Library a very busy place in December. The 3<sup>rd</sup> annual Winterfest took place on December 3<sup>rd</sup> and was very successful. The West Room was transformed into a winter wonderland where children enjoyed milk and cookies, games and craft stations such as cocoa cones - a perennial favorite. So many children made the cones that we ran out of ingredients! Children also enjoyed playing games like tree toss, pin the hat on the polar bear and the always popular snowball toss. Children made a fun foam snowman or gingerbread ornament and mitten garland.

Also on December 3<sup>rd</sup>, there were 2 special programs. Explore & More returned to present their Graham Cracker House program in the morning. Children and their families made graham cracker houses. It was great sticky, messy fun and the children love to make the houses. Some of the houses were eaten before they left the room! In the afternoon, Librarians **Kasey Mack** and **Paula Klocek** presented the cookie decorating program. Over 30 children decorated their cookie trees with frosting, M&M's and sprinkles. They also made snowman faces.

The Pizza Lovers' Book Club met for the last time in 2011 on December 17<sup>th</sup>. **Mary Ann Budny** talked about holiday books and several children also shared some holiday books they had read. After the discussions, the children made a holiday wreath to bring home and, of course, ate pizza!

From December 27<sup>th</sup> through December 29<sup>th</sup>, the Central Library went to the dogs! The *Martha Speaks* book club returned with dog themed activities for children ages 5- 10. Along with listening to Martha stories and watching one of the episodes, children had the opportunity to learn about famous first dogs, dog care, doggie etiquette and dog heroes featuring Seeing Eye dogs, therapy dogs and army dogs. The lead-in for the *Martha Speaks* program included movies with canine heroes; *Cats and Dogs* on December 28<sup>th</sup> and *First Dog* on December 29<sup>th</sup>.

December was a very busy month for Central Library class visits and tours. Currently Bennett Park Montessori 5<sup>th</sup> and 6<sup>th</sup> grades visit the library each Friday for research. They also take time to select books to take home for pleasure reading!

The Bennett Park Montessori preschool made their monthly class visit on December 8<sup>th</sup>. **Paula Klocek** presented a snowman program for the students. Despite the lack of snow on the ground, all the students enjoyed the theme. The children each made a snowman to bring home. The children had such a good time that they kept asking when their next visit to the library would be!

On December 9<sup>th</sup>, the Pinnacle Charter School 1<sup>st</sup> grade visited. Library Associate **Cyndy Lenzner** provided the tours. **Wanda Collins** shared stories with the students including The Missing Mitten Mystery and The Mitten. After the stories, each student decorated a pair of paper mittens and strung them together with yarn.

December 12<sup>th</sup> was a busy day with 2 class visits. Lorraine Elementary School visited in the morning and **Kasey Mack** provided the tour for these students with special needs. The students especially loved the Media Room – even the teachers started looking for materials during their stop there! In the afternoon, Windemere Elementary arrived for a tour and stories. We were prepared for 50 students and were very surprised when 100 students and 20 adults showed up on our doorstep! **Meagan Carr, Cyndy Lenzner** and **Nancy Smith** quickly filled in for all hands on deck. Meagan read stories to the students in the West Room; Nancy read stories in the Kid's Space, while Cyndy and **Kasey Mack** led the tours. The children received their first library cards and borrowed books to enjoy over the holidays. This was a very successful visit – a good time was had by all!

On December 20<sup>th</sup> and 21<sup>st</sup>, the Tapestry Charter School's 5<sup>th</sup> and 6<sup>th</sup> grade visited the Rare Book Room for the unique opportunity to view the Milestones of Science collection as presented by Rare Book Librarians **Amy Pickard** and **Charles Alaimo**. After the tour of the Rare Book Room, **Kerra Alessi** and **Kasey Mack** took the students on a general tour of the Central Library. The children took special interest in the Mark Twain Room and enjoyed seeing those artifacts. The students especially liked visiting Tier B and, of course, listening to the ghost story. The theme for the student's research project was titled "believing in things you cannot see". Kasey and Kerra supplied books for them on aerodynamics, electricity, magnetism, climate and physics in general.

"Count the Kisses" was the December counting contest and there were 114 entries. The winner was 5-year-old Adam with the closest guess of 260. Contest entries have increased each month since the counting contest was re-introduced at the Information Services desk. Not only is this contest fun but it encourages children to come up to the reference desk to interact with staff.



Some highlights of System programs include a final “Minute to Win It” program at the Lackawanna Library presented by **Paula Klocek**. The children enjoyed playing all of the different games and were enthusiastic about competing. The children had so much fun they asked when Paula would be coming back! The cookie decorating program was very popular all month long. Children at the Dudley, Reinstein and Eggertsville Libraries decorated and made a snowman face out of a round cookie – fun to make and fun to eat! **Paula Klocek** also presented the last “Goodnight/Sleeptight” program of 2011 at the East Aurora Library on December 13<sup>th</sup>. The children wore pajamas and carried in blankets, pillows and stuffed animals. They enjoyed 2 stories, cookies and an episode of *Charlie and Lola*. After the movie, they personalized door hangers for their bedrooms and made s’mores to go. When the children and parents left, they told Paula they had a great time!

Most of the preschool storyhours ended in November; however, Amherst Libraries’ Clearfield, Williamsville and Audubon continued programming until mid-December. Featuring a winter theme, **Wanda Collins** presented a Lapsit and preschool storyhours at the Clearfield Library. **Cyndy Lenzner** presented a toddler and preschool program at the Williamsville Library. **Becky Piezsala** presented a Baby Lapsit and toddler program at the Audubon Library.

Clearfield Library was the scene of a “snowball” fight! **Wanda Collins** and her preschoolers engaged in a cotton ball snowball fight before the start of storyhour. Wanda followed the snowball fun with the poem *The mitten in the snow*. The children then created mitten folders big enough for all their mitten animal friends.

**Kasey Mack** visited the Enterprise Charter kindergarten on December 14<sup>th</sup>. The theme was “Ramadan, Eid and Diwali” and all the students had an awesome time! Kasey read *My First Ramadan* and 1 very simple non-fiction book about the holiday. Then they talked about Diwali and for the craft made Fanoos lanterns

Children’s Programming staff also continues to present stories, songs and puppets to children at the YMCA at Family Court.

**Peggy Errington, Dan Caufield** and **Meg Cheman** met with a representative from Young Audiences of Western New York (YAWNY) on December 15<sup>th</sup> to plan a Young Audiences sponsored visit from award-winning slam poet Gayle Danley in January.

### **Buffalo City Branches**

- Lego Club continues at East Delavan Library (EDL)! It ran 4 Wednesdays in December with a total of 17 participants. EDL also continues to put the Wii out on Saturdays from 12-2 p.m. The Wii program was conducted 3 times this month with 11 participants playing.

- EDL held a special Story Time on December 17<sup>th</sup> this month featuring Spin-a-Storyteller member Sharon Holly. The library held this program as a spin-off of Read to Succeed Buffalo's (RTSB) press release and kick-off for the Dolly Parton Imagination Library (DPIL) program on December 10<sup>th</sup> at RTSB headquarters on Pearl Street (East Cluster Manager **Nancy Mueller** attended this kick-off event as the East Delavan Library is a partner with the DPIL program and RTSB).
- In cooperation with *Read to Succeed Buffalo (RTSB)*, East Delavan Library is featuring a Story Hour which is open to the public, but is geared to RTSB partner day care centers. The program is facilitated by Senior Page **Nancy Smith** from Children's Programming Team and Felicia Santiago from RTSB. Every Friday, the children are here from 10 a.m. until noon. The program includes stories, songs, crafts and lunch is provided by Read to Succeed.
- Central Library Graphic Department staff **Dawn Stanton** and **Darlene Pennachi** met with **Gwen Collier** this month to discuss the location of the new Dolly Parton Imagination Library display and how to create a more welcoming EDL experience with better signage. This team is going to create a hallway display and mount new ALA Read posters.
- **Gwen Collier** provided outreach through MRW to Bethel at 1485 Jefferson to 5 classes; 73 students participated along with 15 teachers/adults/ and parent volunteers. She also provided outreach at CAO Ferry to 4 classes with 89 participants.
- East Delavan's adult computer classes continue. There were 4 classes held this month with a total of 13 for all 4 classes. The computer class is facilitated by Kim McCarty, Buffalo Public School teacher. The spring session will run 10 weeks.
- The Dudley Branch (DUD) held 3 successful programs leading up to the holidays: on December 6<sup>th</sup>, Librarian **Mary Ann Budny** from the Children's Programming Team entertained 20 people with a story and helped them to decorate holiday cookies; DUD Branch Manager **Suzanne Colligan** hosted a Piñata Party for 20 people and children crafted their own piñatas and played the traditional game to knock down a piñata so kids could scramble for candy; on December 20<sup>th</sup>, the Explore & More team showed families how to create a graham cracker cookie house with 40 people in attendance.
- DUD Senior Page **Kate Shea** and volunteer Chelsea Hausrath made a terrific looking holiday display window. New holiday lights were purchased and library patron Judith Jones generously donated 2 Christmas trees to brighten the library!
- DUD Branch Manager **Suzanne Colligan** visited 34 preschool children at St. Agatha's Head Start on December 19<sup>th</sup>. She shared a pop-up book and delivered books for the children to use at school.
- East Delavan also provided 2 programs sponsored by Explore & More of East Aurora: Graham Cracker House Making and Multicultural Mask Making;

- attendance was low, 4 for Graham Cracker House and 7 for Masks. Enthusiasm was high and the participants had a great time.
- East Clinton Branch (ECL) offered 2 sessions of Explore & More's gingerbread house activity and had 28 children and 6 adults in attendance. Also, ECL's Sr. Page **Patty Salatka** held 2 sessions of Christmas craft activities for school-age children and had 26 attendees over the 2 dates.
  - The Explore & More annual holiday program Graham Cracker House was held on December 19<sup>th</sup> at the Frank E. Merriweather, Jr. Branch Library (MRW) with 2 sessions and a total of 36 participants for both.
  - On December 28<sup>th</sup>, the MRW branch hosted the community celebration of the third night of Kwanzaa, which emphasizes "ujima", the Swahili word for collective work and responsibility. Queen Afua, New York City-based author of *Sacred Woman: A Guide to Healing the Feminine Body, Mind and Spirit*, was the keynote speaker. A total of 200 were in attendance!
  - The Buffalo Genealogical Society of the African Diaspora put up a display of select obituaries from their Buffalo African-American Funeral Program and Obituary Collection at the Merriweather Library. This is to highlight the upcoming visit of Karla F.C. Holloway, author of Passed on: African American Mourning Stories: a Memorial.
  - On December 7<sup>th</sup>, the Partnership for the Public Good presented its 2012 community agenda at the Merriweather Library. The organization includes 107 community groups that range from Catholic Charities to neighborhood block clubs. The members are involved with issues such as transit fares, the environment and cultural funding.
  - On December 6<sup>th</sup>, officials from the Buffalo Sewer Authority held a community meeting at MRW to discuss issues with Buffalo's storm sewer system.
  - Council Member David Rivera's Constituent Drop In Night at the Niagara Branch was held on Tuesdays in the early weeks of the month.
  - On December 6<sup>th</sup>, Riverside Branch Manager **Brian Hoth** met with Dennis S. Raup, President of VisionMakers, regarding college planning and educational workshops.
  - On Monday, December 19<sup>th</sup>, **Brian Hoth** visited Town Boys and Girls Club regarding the Creepy Crawly Critters program scheduled at the Library on Thursday, December 29<sup>th</sup>. He met Robert Nowack, Club Director, and Gabrielle Mosher, Teen Director, and talked about upcoming programs for 2012.
  - On December 20<sup>th</sup>, Brian met with Danny Hamilton, performer with Charlie and Checkers, regarding summer programming.
  - Crane Library welcomed the Wordflight Poetry Reading series to the meeting room again this month. Interest continues to grow.
  - The Crane Book Club met and discussed Catcher in the Rye.

- The Crane Branch Library welcomed Miss Lisa as a regular school-age craft teacher on December 10<sup>th</sup> and December 17<sup>th</sup>. The nature craft programs were a big hit with the children and parents.
- The month wended down, at Crane, with the best act -- Michele Costa from theatre Figüren. Approximately 100 people attended this program.
- On Tuesday, December 6<sup>th</sup>, Explore & More presented their annual, very popular Graham Cracker House program at the Niagara Branch, with approximately 25 children, parents and even a few teens attending. They made some outstanding and tasty creations as a great introduction to the holiday season. All appreciate the outreach efforts of Explore & More to bring a little bit of the Children's Museum directly to the City Branches.
- Library Associate **Tami Linkowski** presented a weekly craft program for kids of all ages. This month, the Monday nights crafts included snowflakes, Rudolph and a candy cane mouse. The children's work is hung up throughout the library and gives it a festive look.
- On December 8<sup>th</sup>, Riverside part-time Clerk **Daniel Lewandowski** did a book talk on Graphic Novels, highlighting the title American Born Chinese. The program was designed for teens and older. There were 4 attendees -- a few were college students but 2 others were teachers/tutors, who got some good ideas for their own teaching.
- **Tami Linkowski** provided a tour and library instruction to an enthusiastic class of 1st graders from School 3 on Monday, December 19<sup>th</sup>. In addition to a basic library orientation, she presented stories and a unit about nocturnal animals.
- Riverside Branch Manager **Brian Hoth** conducts outreach on behalf of the Niagara Branch. This month he visited Niagara Day Care on December 9<sup>th</sup>. The theme was winter - Brian read books about winter activities and the children made a snowman. On December 21<sup>st</sup>, Brian conducted outreach at Holy Cross Head Start, taking story time to 7 classes of 140 children and teachers. The theme was musical instruments. It made for a lively program as Brian incorporated instruments from the classroom, as well as those in the programming kit! Brian also dropped off 7 classroom collections.
- Meeting Room users this month at the Niagara Branch included the Homeschool Association, Parent Network of WNY, Citybration, Let's Go to the Library, Literacy Volunteers S.E.S., and the Sybls Theater Ensemble.
- TEAM F.A.M.E. activities, Literacy Volunteers Drop In Night and FVA SES tutoring take place weekly and/or bi-weekly on the main floor of the Niagara Branch.
- Explore & More held their annual Graham Cracker House program on December 14<sup>th</sup> at the North Park Library. Due to the high demand for this program, 2 sessions were held -- one from 5-6 p.m. and the other from 6-7 p.m. In total, 34 children and 8 adults attended both sessions.

- North Park Library's LA **Sean Goodrich** and Sr. Page **Katie Brown** held a session of Winter Bingo on Saturday, December 17<sup>th</sup> from 3-4 p.m. A total of 12 children and 4 adults attended.
- Sr. Page **Sarah Barry** held her Crazy Craft Monday program on 2 Mondays in December. On Monday, December 5<sup>th</sup>, the children made paper plate wreaths and on Monday, December 12<sup>th</sup>, they created Christmas tree ornaments using foam board.
- On Saturday, December 3<sup>rd</sup> at the Riverside Library, Claudia Newton from Explore & More Children's Museum presented the ever popular Graham Cracker House program; 10 children attended. They had a lot of fun creating the tasty treat.
- On Saturday, December 10<sup>th</sup>, the branch held a Santa Story Time with 30 children and adults in attendance. The children made ornaments and watched *Rudolph the Red Nosed Reindeer*. Branch Manager **Brian Hoth** dressed up as Santa Claus reading stories to the children and handing out gifts. Afterwards, they all had cookies and hot cocoa. Library Clerk **Jill Ptak** entertained the crowd playing Christmas songs on her flute with the children singing along. Senior Page **Leah Brown** and Page **Caitlin Goodrich** helped with the crafts and refreshments. Volunteer Andrew Sloan helped as well.
- On Thursday, December 29<sup>th</sup>, Naturalist Mark Carra from Beaver Meadow Audubon Society presented a program entitled "Creepy Crawly Critters" to 18 children and adults. The audience got a close up look at critters ranging from a cockroach to a goliath bird eating spider. Mr. Carra mentioned some interesting facts about each animal, including diet, habitat, and which ones were venomous. Everyone enjoyed the program and asked many questions.

**Elma Public Library** – submitted by Karen Korpanty, Library Director

The Elma Public Library reports a successful fall with 49 children's programs attended by a total of 759 children and their families. Preschool Story Hour for 3 - 5 year olds, Toddler Time for the younger 2 year olds with their caregivers, and a popular Book Babies Lapsit for our youngest patrons, newborn to 2 years, were offered each week. Monthly programs for school-age children included grade K - 3 evening story and craft sessions: "Things that Go Bump in the Night", "Try It, You'll Like It", and "Ho, Ho, Ho! It's Christmas". The once a month Saturday morning Lego Club crafted a creative Christmas display out of legos. The newly formed Pizza Lover's Book Club (pizza provided by the Friends of the Elma Library) for grades 6 - 9 has a steady attendance of 6 children. Could this be the next *Battle of the Books* team?

Two special programs, "Stinky Story Time" and "Wimpy Kid", provided by the Central Children's Programming Team were presented to very appreciative audiences. On December 3<sup>rd</sup>, Explore & More brought back a favorite "Graham Cracker House" program for 38 children and their families. Book characters, "Frog" and "Toad", from

the beginning readers written by Arnold Lobel, visited the library for 2 events on December 16<sup>th</sup>. Parents snapped photos of the celebrities with their children. Stories and crafts were included in the fun.

The final days of 2011 saw the completion of another exciting building renovation project. A colorful and inviting preschool children's room has been created out of a formerly dull and boring room originally designed to house computers. Book shelves and a large portion of the juvenile book collection were temporarily relocated to the meeting room during September and October so that new drywall and plaster could be applied to library walls. After the construction crew left, Alixandra Martin, East Aurora artist and children's book illustrator, spent days on scaffolding painting a huge mural on the resurfaced walls in the renovated room, as well as in the original children's area. The library has been enlivened with vibrant colors and whimsical scenes. The transformation was featured in the October 23<sup>rd</sup> issue of the *Buffalo News* and the murals can be seen on Facebook. The very supportive and hardworking Friends of the Elma Library have financed the entire project.

**Lackawanna Public Library** - submitted by Jennifer Johnston, Library Director

The Lackawanna Public Library had a busy December 2011. In the month of December alone, we increased our circulation from last year by 1,178 items.

Explore & More Children's Museum visited this month and showed us how to make graham cracker houses. This program is always a hit; we served cookies and had over 40 children participate. Some of our regular adult patrons even came down to join in the fun. In addition to Explore & More, we hosted all of our regular programs including Arts & Crafts, Saturday Movie Matinees, Gaming and the Y.E.S. group crafts and face painting.

We also partnered with a new local restaurant called Nelson's Ridge and created a reading incentive program. We are calling it an "Appetite for Reading Challenge". We created a card that will be punched every time a child visits the library and checks out a book. When a child has their card punched 5 times, John Nelson, the owner of Nelson's Ridge, will give that child a free breakfast. Mr. Nelson generously agreed to run this challenge for the entire year!

We started a "Toy Time" program highlighting the new toys that Lackawanna received from the Family Place grant. Local families are enjoying this program immensely. The toys we received are incredible and a big thanks goes to **Mary Ann Budny** from the Central Library for selecting the toys and sending them to us. We have seen fathers and children playing together with the doll house, mothers and children pretending to cook dinner and even girls practicing their cheer routines on our rug! Our "Toy Time" has turned into playtime for everyone.

We hosted a second book signing in December for the Images of America, Lackawanna book written by Gerald L. Halligan and John Koerner. There is a section in the book devoted to the library and its impact on the community. The book also contains many beautiful pictures of the library and the grounds. The books were extremely popular and sold quickly at the library. Everyone was eager to get a signed copy for holiday gift giving.

We also held a HEAP session for people that needed assistance applying for the HEAP program. This program was coordinated through Congressman Brian Higgins' Outreach office. Over 65 people came to the Lackawanna Public Library to apply for the HEAP benefit.

We are in the process of painting the interior of the library and have had many positive comments about the changes. The library has not been painted in over 20 years so it is definitely time for an update. Our caretakers are proud of the work they do and are committed to making this library an inviting place to visit. All of the staff at the Lackawanna Public Library are looking forward to doing great things in 2012.

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

The Request for Proposal (RFP) for "Books & Non-Print Library Materials and Related Ancillary Services" prepared by B&ECPL staff and presented for public bid by the Erie County Division of Purchase was opened on December 9<sup>th</sup> at the Erie County Rath building. Upon complete evaluation, contracts will be awarded for 2 year periods with renewal options. The bid process insures the most cost-effective, timely, and reliable print and media purchases for the B&ECPL.

Technical Services Librarians **Maureen McLaughlin** and **Jennifer Childs** participated in a phone conference with representatives from subscriptions vendor W.T. Cox on December 20<sup>th</sup>. The discussion centered on website problems, communication delays, and other issues as a result of the transition to the new company from Ebsco.

A total of 26,214 new titles were cataloged by Technical Services Department staff in 2011, representing a 0.5% decrease compared to 2010. In addition 153,960 total volumes were recorded by the cataloging staff. This represents a significant decrease of 13.6% over the same period in 2010. Reasons for the change include a migration to Centralized Collection Development which changed some ordering patterns. In addition, the strong emphasis on eBook purchases decreased the available funding for print and other physical formats within a steady-state overall materials budget.

Freegal Music downloads continue to be popular. In December, 704 patrons downloaded a total of 4,365 titles. In December of 2010, 2,860 titles were downloaded by 454 patrons. A total of 47,042 titles were downloaded by library patrons in 2011.

In December, 297 downloadable eBooks were added to the Library's collection and a total of 5,228 volumes were added in 2011. A total of 16,081 eBook titles were downloaded in December by library patrons with a total of 131,992 titles downloaded for the year. This marks an increase of 386.8% from the previous year! *The Help* by Kathryn Stockett was the most popular eBook title in 2011.

Children's Programming Team collection developers **Peggy Errington**, **Kathy Goodrich** and **Kerra Alessi** continue to order children's and teen materials for all System libraries. The opportunity to "Suggest an Item" through the library catalog continues to be very popular with teens.

**Peggy Errington** and **Kathy Goodrich** attended Collection HQ webinar training December 12<sup>th</sup> and 21<sup>st</sup>; **Kerra Alessi** also attended December 21<sup>st</sup>. **Peggy Errington** attended an Ingram iPage webinar detailing Ingram's search and centralized order building functionalities on December 28<sup>th</sup>.

On December 13<sup>th</sup>, Rare Book and Map Librarian **Charles Alaimo** set up a new exhibit in the James Fraser Gluck display case. Using a manuscript letter and sonnet from the Gluck collection, the British writer and artist Dante Gabriel Rossetti (1828-1882), is represented also by other works held in the Rare Book Room including editions published by Kelmscott (William Morris) and the Roycrofters.

**Rhonda Konig** completed a *Famous Buffalonians in the Census* travel exhibit. The exhibit includes census schedules of famous Buffalonians such as Mary Talbert, Elbert Hubbard, Charles Burchfield, and others. Accompanying the schedules are portraits of the exhibit subjects, images of ephemera associated with them, and biographical sketches which focus on their time in Buffalo. The census documents are arranged chronologically and include information on census records and their development. This is a very timely topic due to the public release of the 1940 census on April 2, 2012.

## 2. FUNDING

### Finances

The Library's 2012 Adopted Budget, including charts, graphs and trend information has been posted to the Library's website [www.buffalolib.org](http://www.buffalolib.org) (on the home page under "About the Library," click on "The Library System", then click on "Budget Information"). A business card sized "2012 Pocket Budget" with budget figures and key library operating statistics has been drafted and will be issued once 2011 year-end statistics become available.

### Fundraising

The 2011 year-end appeal has brought in \$53,302.50 total to date through January 9, 2012.



**Mary Jean Jakubowski** and **Joy Testa Cinquino** hosted Stan Lipsey, *Buffalo News* publisher, and Carly Hartmans to acknowledge their support for the *Bucks for Books* campaign and to update them on the 2012 budget. There was also informal discussion regarding the *News* running a similar fundraising campaign in 2012.

The final *Bucks for Books* recap:

Campaign dates: September 4, 2011 – October 30, 2011

- 1758 Donors
- 397 online donations = \$32,345.40
- \$8,565 designated gifts to specific libraries
  
- **TOTAL GIFTS \$257,729.72.**

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Gift amount breakdown:

\$50,000	1 gift
\$10,000	4 gifts
\$5,000	2 gifts
\$4,000	1 gift
\$3,000 - \$3,615	2 gifts
\$2,000 - \$2,600	4 gifts
\$1,000 - \$1,200	15 gifts
\$100 - \$600	353 gifts
\$51 - \$75	119 gifts
\$50	919 gifts
\$2 - \$40	316 gifts

44 gifts were anonymous

**Anne Conable** coordinated rewrite for February 1<sup>st</sup> of IMLS grant for Depression/digital project. Submit related conference proposal for June, NYS History Association.

### 3. OPERATIONS AND INFRASTRUCTURE

#### Technology

Deputy Director **Carol Batt**, Library IT Administrator **Stephen Hovey** and Technology Support Librarian **Kelly Donovan** participated in a telephone conference call with representatives from EnvisonWare, Inc. on December 5<sup>th</sup>. The purpose of the call was to insure that EnvisonWare customer service representatives were providing the appropriate level of RFID (Radio Frequency Identification) technology support for the B&ECPL. In addition to confirming a project problem escalation strategy an assurance of Platinum Level on-site Support was discussed.

The West Seneca and Reinstein Libraries are live with RFID staff stations. The completion of the project will occur during the week of January 23<sup>rd</sup>, when gates and self-check stations are installed.

Patron comments and suggestions continued to result in refinements to e-Library, the Library's new online catalog. The catalog entry page was redesigned and additional details were added to patron's checkout and holds lists. The issue of persistent logins was solved through the application of a software patch.

The "SirsiDynix Social Library Beta" application was installed on the Central Library's Facebook Fan page in December. This feature gives Facebook users an additional way to search the library's catalog, check their accounts, place holds, and renew materials. Patron feedback will be important to future development of this product.

**Meg Cheman** and **Pat Covley**, cochairs of the newly formed New Database Page Committee, conducted its first meeting with members **Stephen Hovey**, **Angela Pierpaoli**, **Kristine Sutton**, **Sandy Sywak**, **Hadeen Stokes** and **Ken Wierzbowski**. The committee is developing the design and function of a new webpage to access and search our electronic databases. As of April 2012, B&ECPL will no longer be using Webfeat as our multi-search provider.

Information Services & Outreach Librarian **Susan Kriegbaum-Hanks** updated catalog search links for 13 subject guides to reflect changes in the new online catalog.

**Central Library Reorganization:** Materials and shelving were moved to expand the Kid's Space and allow for more space and seating. The area is now more group/class friendly and has a better open feel. Shelf locations of collections are still being evaluated and adjusted.

### **Staff Development**

A strong emphasis on staff training in 2011 resulted in 31 classes for 191 attendees. This accounted for an impressive 203% increase in attendance compared to 2010!

Website master **Terri Dickson** completed an American Library Association (ALA) eCourse: *Using Drupal to Build Library Websites*. The multi-session training provided functional knowledge of Drupal, an open source content management tool that allows users to build complex websites without extensive programming, making it perfect for library websites. This training positions the B&ECPL to create drupal-based infrastructure that may ultimately replace both the Library's current website and Intranet.

Five B&ECPL staff members including **Stephen Hovey** and **Kelly Donovan** participated in a Library Journal-sponsored Tech Summit *Power to the Patrons: From Systems to Services* on December 8<sup>th</sup>. This online forum examined what technologies patrons are using, what technologies they want from their library, and how these technologies can help enhance their connection with the library. The daylong conference offered a variety of programs and panel presentations with thought leaders from libraries around the country. The industry's leading vendors also showcased their latest innovations with presentations and webcasts throughout the show. The summit better positioned B&ECPL staff to begin comparisons of open source products such as Koha and Evergreen to traditional Integrated Library Service providers such as SirsiDynix and Polaris.

On December 6<sup>th</sup>, **Kara Stock** and **Nell Aronoff** viewed *Free Windows 7 Curriculum: Basic Computer Training at Your Library*, a webinar hosted by Webjunction.

**Jeanne Diehl** and **Jeannine Doyle** updated the policy and procedure for the Family and Medical Leave Act (FMLA). New uniform documents were developed and will be utilized to ensure all employees are afforded the proper protections under FMLA, including a guidance sheet for employees and supervisors.

From the Development and Communications Department, **Debra Lawrence** and **Linda Bohan** conferenced with Blackbaud/ Raisers Edge via phone and the Intranet to learn how to run financial reports and handle recurring online gifts.

**Meg Cheman** coordinated 2 webinars for Info Service and Collection Development staff to learn and evaluate CollectionHQ, a collection maintenance and marketing tool being considered for use in our libraries.

On December 27<sup>th</sup>, Information Services Librarian **Peter Lisker** reviewed hardware/software in the Disabilities Technology Room for future staff training. On December 29<sup>th</sup>, **Peter Lisker** offered tours of ATR to Information Services staff members.

**Peggy Errington** and **Kathy Goodrich** attended a meeting with **Mary Jean Jakubowski**, **Joy Testa Cinquino**, **Dawn Peters** and **Tracy Palicki** to discuss procedures for encumbering *Bucks for Books* funds as well as the disbursement of Library Gala children's programming funds.

**Kathy Goodrich** viewed "5 Big Ideas for the Future of Early Childhood", a Hatch Early Learning Webinar December 1<sup>st</sup>, and attended a Children's Center Advisory Board Committee meeting on December 6<sup>th</sup>.

**Kathy Goodrich** and **Mary Ann Budny** were both very involved in the planning and execution of the annual Staff Association Winter Gathering, themed this year as the Gingerbread Bash.

Dudley Branch Library Cleaner **Patty Miller** has retired from County service after 30 years. We all wish her all the best for a happy retirement. Cleaner **Theresa Hampton** began working here this month and is a welcome addition.

#### 4. COMMUNICATIONS AND COMMUNITY RELATIONS

##### Media Coverage / Media Releases

System-wide Press Releases were sent for the following:

- 12/16 Board of Trustee update
- 12/22 Holiday Hours for Buffalo Libraries
- 12/23 eReaders Downloads from the Library
- 12/30 Most Popular Reads in 2011
- 1/4 Merriweather Library New Hours
- 1/6 Central events, Martin Luther King celebration, Children's programs and computer classes

Media interviews:

- 1/10 **Mary Jean Jakubowski** & Charity Vogel, to discuss the rise in eReadership.
- 1/17 **Mary Jean Jakubowski** & AM Buffalo, to discuss Central programming.

Sent a mass e-mail to 20,000+ library card holders about donating online to the Library's year-end appeal.

The Library received 50+ comments through our patron comment section of the website. A majority of the comments were from library users asking about the changes in the new online catalog. Patrons were advised that the migration to the new e-Library catalog was necessary to insure that the Library is operating a state-of-the-art catalog which will allow for the implementation of additional enhancements. The catalog changeover was long overdue, in part because feature development in the old Web2 Catalog was abandoned by our software vendor approximately three years ago. In addition, the search catalog feature in the old catalog was unacceptably slow. The new version will insure speedier search results. The library continues to refine user preferences on the new catalog and appreciates you taking the time to comment about it.

**Library 2.0: Facebook.** As of December 27<sup>th</sup>, the Central Library Facebook page had **2,822** fans, an increase of 35 fans from the previous month. The transition of Facebook content management to **Joy Testa Cinquino** is complete, with Technical Services staff contributing limited, non-event related posts. Following are a sampling of the December postings:



[Buffalo & Erie County Public Library - Central Library](#)

Developer Rocco Termini is the next speaker in the "Imagining Buffalo" Series Termini is redeveloping the historic Hotel Lafayette. Hear him on Tuesday, December 6<sup>th</sup>, 12:10 p.m. at the downtown Central Library. Free. Talk will be followed by an onsite tour of the Hotel-in-progress.



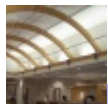
[Philip James Jarosz](#) Now this is Buffalo at its best.



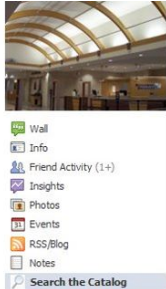
[Elizabeth Padgett](#) I was looking through the exhibit on Lafayette Square through the years, and I had no idea that the original Central Library building had been so pretty. Do you know why it was torn down and rebuilt in the 1960s? I couldn't find an explanation. Thank you!



[Buffalo & Erie County Public Library - Central Library](#) Elizabeth, The "old" Library building on Lafayette Square was indeed a lovely building with stature befitting the Buffalo Library's status as the most important cultural institution of that day – designed by Cyrus Eidlitz, who beat out H. ...H. Richardson among others in a design competition for the job. The Library served the institution well from 1897-1963, eventually a victim of its own success, crowded with a burgeoning collection, aging systems and heavy wear and tear as an "old building." When the solution for the three financially struggling libraries by the 1950s was a merger, under the financial auspices of Erie County for the first time, the old building was demolished to make way for a state of the art modern Library building to house the merged collections, centralized services and staff for the resulting Buffalo & Erie County Public Library...



[Buffalo & Erie County Public Library - Central Library](#) Now on Facebook! Did you know that you can search the Library's catalog, place Holds or access the My Account features on Facebook? You can even "Like" items or send item info to your friends! We're participating in a beta test. Give it a try...visit <http://on.fb.me/s8Udtb> to test the new application. Then tell us <http://bit.ly/vcrODN> what you think! Your comments are important to us.



[Angel a Pi er paol i](#) likes this.



[Justin Reitz with Hunt Real Estate](#) This is a very cool feature.

**Library 2.0: Twitter.** As of December 28<sup>th</sup>, @buffalolib, our System Twitter page, has 2,200 followers, an increase of 48 this month. In addition to many RTs (re-tweets), tweets mentioning the Buffalo Library included:



[Thea Tio @TheaTio 1 Dec](#) Soo excited to go home and download books from the @buffalolib onto my @AmazonKindle!! Instructions: <http://www.buffalolib.org/e-Content/media/Kindle.pdf> #geekalert



[WNY Heritage Press @WNYHeritage 13 Dec](#) A nice way to spend your lunch hour: Patricia Szarpa, the exec director of the WNY Land Conservancy, will talk at @buffalolib at noon!

**Library 2.0: Flickr.** No new photos were posted to Flickr in December. "All time" photo views totaled 36,649 up from 36,220 in October; an increase of 429. <http://www.flickr.com/photos/buffalolib/>

## Partnerships

**Anne Conable** reports that the Library Foundation of Buffalo & Erie County, Inc. Board met on December 22<sup>nd</sup>. The agenda included the close out financials and recordkeeping for the November 5<sup>th</sup> *A Rare Affair* Gala.

On Friday December 9<sup>th</sup>, Assistant Deputy Director for Public Services **Dawn Peters**, West Cluster Manager **Linda Rizzo**, Riverside Branch Manager **Brian Hoth** and Niagara Branch Manager **Kathy Galvin** visited Buffalo State College's Community Academic Center. It is a new agency in their service area that uses service learners from the College to provide after school support to children on the West Side. They also provide instruction to incoming refugee students who have not yet made the transition to Buffalo Public Schools. The Community Academic Center is located on Grant Street

near Ferry. It was a very productive first meeting and there seems to be good possibilities for collaborations in the future.

## 5. SPECIAL PROJECTS

### Re-Imagining

After months of committee meetings and much input from staff, community focus groups and individual stakeholders, the Re-Imagine Team presented a plan fully reflecting the needs and desires of the Library as well as the community. With a welcoming 21<sup>st</sup> century design, the building incorporates innovative library space and services of the future with the potential for great community development.

### Facility Issues

In the past few months, the City of Buffalo installed new energy efficient lighting fixtures on the main floor of the Crane Library; in the basement of the Niagara Library and the main floor of the Riverside Library. In addition to being energy efficient, the fixtures improve overall lighting in these locations.

LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
December 2011

DATE	MEETING / EVENT
December 1, 2011	County Executive Elect Mark Poloncarz - Meeting
December 1, 2011	Joy Testa Cinquino - Meeting
December 2, 2011	Ellen Bach, Whiteman Osterman & Hannah - Conference Call
December 2, 2011	Human Resources/Workforce Development Meeting
December 2, 2011	Erie County Budget and Finance Committee
December 2, 2011	Erie County Legislature Budget Hearing
December 5, 2011	Public Services: Carol Batt and Dawn Peters Meeting
December 6, 2011	Carol Batt - Meeting
December 6, 2011	Special Projects - Meg Cheman Meeting
December 6, 2011	Meeting -- Computer Area Central Library
December 6, 2011	Erie County Legislature - Budget Amendments and Vote

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December 6, 2011	Webinar: Education, Advocacy and Lobbying - Oh My!: What's Allowed (and What's Not) When Reaching out to Elected Officials
December 7, 2011	Staff Forum: Q&A with Library Director
December 8, 2011	ACT Board Meeting
December 8, 2011	Library Strategies International - Conference Call
December 8, 2011	New Trustee Luncheon: Ted Johnson and Jennifer Zivis
December 8, 2011	B&ECPL Executive Committee Meeting
December 9, 2011	Library Foundation - Anne Conable Meeting
December 12, 2011	RE: B&ECPL Bargaining Unit Representatives and Administration
December 12, 2011	Joy Testa Cinquino - Meeting
December 13, 2011	Susan Kent -- Library Visits
December 13, 2011	Human Resources/Workforce Development Meeting
December 13, 2011	Anne Leary Meeting
December 13, 2011	DLD Conference Call
December 14, 2011	Member Library Directors' Meeting
December 14, 2011	Managers/Directors Meeting
December 14, 2011	Kristin Heltman-Weiss & Students - Meeting
December 14, 2011	Re-Imagine Meeting
December 15, 2011	Communication Services Libby Post - Conference Call
December 15, 2011	William S. Hein, Scott Fiddler & Kevin Marion Meeting
December 15, 2011	Communication Services Libby Post Power Mapping Session
December 15, 2011	B&ECPL Board of Trustees Meeting
December 20, 2011	Foundation Anne Conable Meeting
December 20, 2011	Common Council Member Darius Pridgen Meeting
December 21, 2011	Meeting Regarding First Floor Plan
December 22, 2011	Administrative Team Meeting
December 22, 2011	Brown & Brown Insurance Meeting
December 22, 2011	Library Foundation Meeting



December 28, 2011 Trustee Emeritus Becky Pordum Meeting

December 29, 2011 Administrative Team Meeting

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

Agenda Item K – Unfinished Business. No unfinished business.

Agenda Item L – New Business.

Agenda Item L.1 – Collaboration Agreement – Young Audiences of Western New York (YAWNY). Mr. Stone explained this resolution allows the Library to enter into a collaboration agreement with YAWNY as has been done with Project Flight and Literacy Volunteers who utilize library space at the Central Library to house their operations. The resolution requests approval of this collaboration and authorizes the Library Board Chairperson to execute into a contract. YAWNY provides theatre experiences aimed at youth – young through teen, a segment the Library is trying to enhance. They would utilize the former Teen Room space. Compensation for use of this space would consist of cash payment plus programs and services. To date, the Library has been working on this draft contract with legal counsel Patrick Martin and has made revisions to reflect comments by Trustee John Schmidt; they will continue to do this until a signed agreement is obtained. Ms. Panty moved, Ms. Horton seconded. In response to a question by Trustee Schmidt if the draft contract attached to the resolution is still subject to revision, Mr. Stone explained that it is. Mr. Stone offered to e-mail any subsequent versions to those interested. After additional discussion, Resolution 2012-1 was approved unanimously.

#### RESOLUTION 2012-1

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) and Young Audiences of Western New York (YAWNY), the lead provider of arts education programs in Western New York, are seeking to create a space at the Central Library to serve as a base for YAWNY's arts educational efforts and provide performance and workshop programming in Library facilities serving young library patrons and their families, and

WHEREAS, a proposed contract has been developed outlining terms through which YAWNY would occupy space within the Central Library formerly known as the Teen Room, in exchange for a combination of cash payment and programs and services at B&ECPL library locations, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve entering into a collaborative agreement with YAWNY and authorizes the Chairperson to execute a contract to that effect.

Agenda Item L.2 – Vending Machine Contract – Central Library. Upon motion by Ms. Panty and a second by Mr. Gist, approval of Resolution 2012-2 was unanimous.

RESOLUTION 2012-2

WHEREAS, vending machine service in the Central Library is provided by *Next Generation Vending and Food Service* under an expired contract offering a 12% commission, and

WHEREAS, Erie County recently extended its award for vending services with Next Generation Vending through December 31, 2014, with a commission rate of 16%, and

WHEREAS, the Library has the option to utilize the rates and term length of the County's contract, and

WHEREAS, the service provided by Next Generation Vending has been satisfactory, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute a contract with *Next Generation Vending and Food Service* utilizing the County award commission rate and term length.

Agenda Item L.3 – Support Creation of the Judy Summer Library Endowment. Mr. Stone drew attention to the background information of the proposed resolution which recognizes former trustee Judy Summer and the many things that she did for the Library. In recognition for her love of the Library, Gordon R. Gross wanted to make a meaningful contribution in her name to the Library and this does that. Mr. Gist moved for approval and was seconded by Ms. Panty, whereupon Resolution 2012-3 was approved unanimously.

RESOLUTION 2012-3

WHEREAS, the Gordon and Gretchen Gross Library Endowment Fund was established as an agency endowment fund at the Community Foundation for Greater Buffalo in 2007, and

WHEREAS, long-time Buffalo & Erie County Public Library Trustee Judith K. Summer, a passionate advocate of the Library, passed away on November 11, 2011, and

WHEREAS, Gordon R. Gross wishes to directly benefit the Library in her memory by renaming the fund as the *Judy Summer Library Endowment Fund*, and

WHEREAS, he requests conversion of the fund from an agency endowment fund whose purpose was to provide funds to the Library Foundation of Buffalo and Erie County for its unrestricted purposes into an endowment fund ("Fund") of the Community Foundation with the Buffalo and Erie County Public Library being 100% beneficiary, provided that annual distributions from this fund may only be used by the Buffalo and Erie County Public Library for the acquisition of books and other reading materials, and

WHEREAS, these changes were approved by the trustees of the Library Foundation of Buffalo & Erie County at their meeting on December 22, 2011, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library gratefully acknowledges this meaningful action and fully supports the creation of this new fund within the Community Foundation for Greater Buffalo, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library accepts, agrees and supports the provision that annual distributions from this fund may only be used by the Buffalo and Erie County Public Library for the acquisition of books and other reading materials, be it further

RESOLVED, that the trustees of the Buffalo & Erie County Public Library System support the proposed changes to honor the memory of Library Trustee Judy Summer, thanks the Library Foundation of Buffalo and Erie County for their support of this change and requests the trustees of the Community Foundation for Greater Buffalo take similar action in this matter at their next meeting.

Agenda Item L.4 - Goals and Objectives. Draft 2011-2014 Goals and Objectives as well as 2012-2014 Organizational Competencies were distributed to trustees at the meeting. Ms. Jakubowski explained this is an informational item which will be brought back to the Board for approval on February 16, 2012. Trustees were asked to contact her before the next February Executive Committee meeting with any input, comments, questions or concerns. She pointed out the Goals and Objectives are the result of many meetings with consultants Susan Kent and June Garcia and participation from trustees. A multi-year approach was taken through 2014 looking towards the district option to have some solidification at the 2014 mark. This is a working document and they will be developing the Five Year Plan of Service for the future. The Organizational Competencies are system-wide and the Administrative Team has direct responsibility for achieving these.

Ms. Thomas entertained a motion to enter Executive Session. A motion was made by Ms. Panty, seconded by Mr. Johnson, and approved unanimously at 4:32 p.m. Director Jakubowski, Deputy Director Stone and legal counsel Ellen Bach were asked to remain for Executive Session. At approximately 5:45 p.m., Mr. Johnson excused himself from Executive Session. No action was taken in Executive Session.

At 6:09 p.m., on motion by Ms. Panty, seconded by Ms. Horton, the Board concluded Executive Session and, there being no further business, adjourned the meeting.

Respectfully submitted,

Elaine M. Panty  
Secretary